



Asquith Primary School & Nursery

Head Teacher: Mrs Susie Graham

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Dear Parents and Carers,

We are writing to inform you about some changes to how we monitor and communicate with you regarding your child's attendance at school.

As a school, we are working closely with the Local Authority and will be receiving advice and support on how to further improve attendance. As part of this, we will be keeping parents more regularly informed about their child's attendance levels.

From this point forward, letters will be sent to the parents and carers of any child whose attendance falls below 95%. This letter is intended to make you aware of your child's attendance and to encourage early communication if there are any concerns or circumstances affecting regular attendance.

If a child's attendance drops below 90%, this is classed as persistent absence. In these cases, a further letter will be sent and additional support will be offered by the school to help improve attendance.

Please note that holidays during term time will not be authorised unless the reasons are exceptional, in line with national guidance.

Regular attendance at school is vital for your child's learning, progress, and wellbeing. It is also vitally important that children arrive at school on time each day and remain in school until the end of the school day. Children should be collected promptly at the end of the day. We understand that some children have an agreed arrangement with the school to arrive later or to be collected early; where this has been agreed in advance, this is absolutely fine. For all other children, arriving late or leaving school early can disrupt learning and impact on their education.

We understand that children may occasionally feel unwell; however, if your child is only slightly under the weather, we encourage you to send them into school. If we feel that your child is too unwell to remain in school, we will not hesitate to contact you.

We appreciate your continued support in helping us ensure that every child attends school regularly, on time, and is able to benefit fully from their education. If you have any concerns about your child's attendance or punctuality, please do not hesitate to contact the school.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'SR Graham'.

Mrs Susie Graham

Head Teacher