

7th January 2020

Dear Parent/Legal Guardians,

At Whittingham C of E Primary School we consider good attendance and punctuality to be a

major influence on our pupils learning. In accordance with our school attendance policy we monitor these figures very carefully as our overall attendance as a school is lower than we would expect.

We have been set a national target of 96% of school sessions (this figure is made up of all absences including holidays taken during term time). Whilst we appreciate that children can be unwell we would encourage you to send your child to school if they are just feeling under the weather and not take unauthorised holidays.

If your child continues to miss a significant number of lessons he/she could fall behind in his/her academic progress. Whilst we understand that childhood illnesses and unauthorised holidays may be unavoidable, these impact heavily on children’s attendance at school. It is very important to make every effort to improve their attendance rate, which we will continue to monitor closely. ***This will mean that if your child’s attendance is less than 96% on more than one occasion concurrently we have been encouraged to report this to the Educational Welfare Officer who will then contact you directly and offer you support to enable your child to attend school regularly.***

If there is anything we can do to support you with this matter, or if you have any queries regarding this letter please do not hesitate to get in touch.

Yours sincerely,

Belinda Athey

Headteacher