

To Parents/Carers

22nd March 2024

Dear Parent/Carer,

Attendance

Thank you for your support in driving our key attendance to school message – **Moments Matter, Attendance Counts**. As you know, attendance is important for more than just attainment. Regular attendance supports positive friendships in school, as well as being a protective factor for mental health and well-being.

We understand that attendance and punctuality may be affected in exceptional circumstances. We are not, however, able to authorise any requests for holidays during term time, or absences for any reason that fall either side of our school holiday dates, such as missing three days before the end of term.

I also want to take this opportunity to clarify the Department for Education (DfE) guidance around punctuality. The DfE states that schools must close their registers no later than 30 minutes after the school day has started. This means that pupils and students who arrive at school after 9.20am will be classified as missing the morning session of school. The school has no control over this, so I encourage pupils and students to ensure that they arrive before registers close at 9.20am.

Thank you in advance for your continued support in prioritising school attendance.

Yours sincerely,

Jonathan Miller
Assistant Headteacher