



Monday 13th July 2026

Dear Parents and Carers,

Re: The Importance of Good School Attendance

We would like to remind all parents and carers of the importance of ensuring that children attend school every day and arrive on time. Good attendance is essential for your child's learning, progress, wellbeing, and social development. Every day in school provides valuable learning opportunities that cannot easily be replaced.

If your child is unable to attend school due to illness, or if they have a medical, dental, or other appointment, it is essential that you contact the school as early as possible on the first day of absence. Where your child has an appointment, please upload a photograph of the appointment card, letter, or confirmation via ClassDojo to support the absence.

If we do not receive any communication explaining your child's absence, it will be recorded as an unauthorised absence. In line with our safeguarding responsibilities, if we are unable to make contact with you regarding your child's absence, a home visit will be carried out on the same day to ensure your child's welfare.

Please also be aware that home visits may be carried out for pupils who have been absent from school for several consecutive days, even where parents have remained in contact with the school. These visits form part of our commitment to safeguarding all children and ensuring they receive the support they need to return to school as soon as possible.

We appreciate your continued support in helping us maintain high attendance and ensuring the safety and wellbeing of all our pupils. If you have any questions or require support with your child's attendance, please do not hesitate to contact the school.

Thank you for your cooperation.

Yours sincerely,

The School Attendance Team