



Executive Head teacher
Jo Petch

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15th October 2021

Re: Attendance

Dear Parents/carers

We are very keen to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships, academic and independence skills progress. In addition, it is proven that good attendance is linked with meeting Education HealthCare Plans (EHCP) outcomes.

Schools are required to have at least **two (2)** emergency contacts. Please can you ensure that the school have up to date contact information for at least two 2 emergency contacts.

Can parents/carers contact the school by 8:30am if your child will be off ill and please state the reason for absence. Students need to be in the school at 9am for the start of the day and school ends at 3:15pm. If there are any reasons that you will not be able to adhere to the school timings please inform a member of the Senior Leadership Team.

If your child has a medical appointment please can you provide the office with a copy of the appointment letter or a screenshot emailed to the office team. Just to remind parents/carers that school **will not** give permission for term time holiday. If there is a family emergency and you wish to take your child abroad with you, then you need to fill out a pupil leave request form that you can ask for at reception. As a general guideline, exceptional absence circumstances usually apply only to immediate family and is looked on at a by each family's personal circumstance. Requests for leave related to extended family and friends are likely to be refused.

If you are having difficulties in getting your child to school, please do not hesitate to contact the office and make an appointment to see myself or another member of the Senior Leadership Team. We are very happy to help.

Thank you

Kind Regards

Ricardo Clarke
Assistant Head – Pastoral



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