

1st October 2025

Dear Parent(s)/Carer(s),

RE: Attendance Expectations - Start of Academic Year

As we settle into the new academic year, we would like to take this opportunity to remind you of our expectations regarding pupil attendance.

Regular and punctual attendance is essential for your child's academic progress and personal development. We are now a few weeks into the term, and it is vital that pupils establish strong routines to ensure they are present and ready to learn each day.

Our expectations are as follows:

- Pupils must arrive at school by 8.25am, when the gates close, ready for registration at 8.30am.
- Absences must be reported via the My Child at School App or by calling reception on each day of absence, with a clear reason provided.
- Medical appointments should, where possible, be scheduled outside of school hours. Where an appointment during school time is unavoidable, evidence of the appointment will be required.
- Should your child require medication in school please contact us to complete a medication form and arrange for medication to be handed to our first aid officer.
- Holidays during term time will not be authorised except in exceptional circumstances. Unauthorised holidays could be subject to a fine.

We monitor attendance closely and will contact you if we notice any patterns of concern. Our aim is to work in partnership with families to support excellent attendance and ensure every pupil has the best chance to succeed.

If you have any questions or require support regarding your child's attendance, please do not hesitate to contact either attendance or your child's Year team.

Thank you for your ongoing support.

Kind Regards

Mrs L Finch
Academy Progress Lead