

Woodland Primary School

Flinton Grove,
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Website: www.woodland.org.uk

Headteacher: Mrs M Dodson



Wednesday 4th September 2024

Dear parent / carer,

I am writing to inform you that the school is continuing in our firm commitment to improve school attendance and reach (or exceed!) the government's target of 96% attendance for every child.

Research shows that regular attendance and good punctuality are crucial factors in a child's academic success. When pupils are frequently absent, it is difficult for them to keep up with their school-work and this could significantly affect their life chances. For this reason, we take school attendance very seriously. In addition to this, regular attendance is a legal requirement, and the Local Authority may take action against parents who fail to ensure their child attends school regularly.

There are a number of important steps that you can take to ensure your child achieves a high level of attendance

- Ensure your child attends every day and on time. Doors open at 8.45am and children are able to practise key learning skills until the register is taken at 8.55am
- Ensure you contact the school as soon as possible after 8am if your child is going to be absent to inform us of the reasons.
- Ensure the school has up-to-date addresses and telephone numbers. We will need to contact you and we may make a home visit if you have not let us know why your child is not in school.
- Ensure routine medical appointments such as dentist and doctor appointments are made out of school hours whenever possible.
- Ensure you do not take your child out of school for family holidays. The school is unable to authorise absence for holidays, except in exceptional circumstances.
- Ensure you respond promptly to school letters or telephone calls from the school regarding attendance and punctuality.

We are keen to continue to work with you to support your child to achieve their best possible attendance. If you require any advice or support on this matter in the future, please get in touch and we will do our best to help in any way we can.

Yours sincerely,

M. Dodson

Mrs Dodson

Attendance Lead & Head teacher

