



Dear Parents and carers,

I hope this letter finds you well. I am writing to discuss the important matter of pupil attendance.

As we continue to focus on providing the best possible education for all our pupils, I wanted to share our expectations regarding attendance and our school's approach to supporting families in this area.

Our school target for attendance is 95%. This target reflects our commitment to ensuring that every pupil has the maximum opportunity to achieve their full potential. Regular attendance is vital to pupils' academic progress, social development, and overall wellbeing.

To support families in maintaining excellent attendance, we have implemented a clear monitoring system. If your child's attendance drops below 95%, we will write to you to make you aware of this and offer our support. Should attendance continue to decline and fall below 90%, we will invite you for a conversation to discuss any challenges you may be facing and work together to create an attendance plan that supports your child's return to regular school attendance.

If for whatever reason your child will not be attending school, please ensure you leave a voicemail on the school absence line stating your child's name, class and reason for absence. For long term absences please visit the office to collect an absence request form.

I would also like to remind you that we cannot authorise term-time holidays. Any unauthorised absence, including holidays taken during term time, are legally required to be referred to the Educational Inclusion Partnership Team (EIPT), where a penalty notice may be issued in accordance with local authority guidelines.

Additionally, I would like to reinforce the importance of punctuality. When pupils arrive late, they miss the crucial start of the school day, including important instructions, morning activities, and the settling-in period that helps set a positive tone for learning. Over time, these missed moments can accumulate and have a significant impact on your child's educational progress and confidence. If your child is late, you must bring them to the office and fill out a late arrival form.

We recognise that there may be occasions when circumstances beyond your control affect your child's attendance or punctuality. Please do not hesitate to contact the school office if you need support or wish to discuss any concerns you may have.

Thank you for your continued support in ensuring your child receives the best possible start to their education. Together, we can help every pupil at Wollaston Primary School thrive and reach their full potential.

Yours sincerely,

Kind regards,
Mrs Richards