



Tuesday 30<sup>th</sup> September

Dear Parents and Carers,

**RE: Attendance Matters!**

Good attendance is vital to ensure that children make the most of their learning opportunities in primary school. Every day in school helps build key knowledge, social skills, and confidence that are essential for long-term success. Even short absences can interrupt the flow of learning and make it harder for children to keep up.

If your child's attendance is poor, it can significantly affect their progress. Children who miss school regularly may struggle academically, find it difficult to form and maintain friendships, therefore feeling less connected to the school community. Over time, this can have a lasting impact on their confidence and future learning.

To ensure we support all children effectively, the school will monitor attendance regularly. If your child is at risk of persistent absence (below 94%) or is persistently absent (below 90%), you will receive a letter from us each term. As the attendance lead, I will also be reporting this information to the Local Authority. Where needed, we will look at strategies together to support improved attendance and ensure your child gets the best out of their time at school.

Can I remind families of Warwickshire County council's advice on term time holidays. According to **Warwickshire County Council (WCC)**, parents must plan holidays outside of term time, as taking children out of school during term (i.e. leave of absence for holidays) is only permitted in **exceptional circumstances**. The school has the final say on whether to approve any leave request, and routine holidays will almost always be unauthorised. Unauthorised absence may lead to formal action by WCC, such as a **Fixed Penalty Notice** under the county's code of conduct.

Thank you for your continued support and understanding.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Nailor', written over a horizontal line.

Jacob Nailor

Attendance Lead  
Assistant Headteacher

