Welcome – attendance expectations example letter Insert school logo here

Dear (insert name of parent(s)/carer(s))

Welcome to (insert name of school)

Good attendance and punctuality remain a top priority for us at (insert name of school). We share parents and carers views in wanting the best for your child and we are looking forward to working in partnership with you.

At (insert name of school) we strive to ensure your child has the best opportunities to be the best they can be, to feel safe and supported in school, and to develop a sense of belonging both with their peers and as a wider part of our school community.

To support that, regular attendance will be key.

**At (insert school name) schools starts at (insert time) and finishes at (insert time)**

*You can find more information about our walking bus/breakfast clubs/after schools clubs/minibus service by visiting our school website or contacting the school office on xxxxx. Amend/delete as appropriate.*

We expect all pupils at (insert name of school) to attend school as regularly as possible. Our ambition for every child is 100% attendance.

We recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child’s wellbeing and education.

**Giving your child the best start**

90% attendance may seem like an acceptable level of attendance, however the reality is that 90% attendance means that your child misses half a day of school every week, the equivalent of 19 school days (almost one whole month), during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

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| --- | --- |
| 100% Attendance | 0 Days Missed |
| 95% Attendance | 9 Days of Absence  1 Week and 4 Days of learning lost |
| 90% Attendance | 19 Days of Absence  3 Weeks and 4 Days of learning lost |
| 85% Attendance | 28 Days of Absence  5 Weeks and 3 Days of learning lost |
| 80% Attendance | 38 Days of Absence  7 Weeks and 3 Days of learning lost |
| 75% Attendance | 46 Days of Absence  9 weeks and 1 day of learning lost |

Our attendance policy is available to read on our school website (insert link). This explains how we monitor attendance and follow up absence.

We know being a parent/carer can be challenging at times. We are here to help if there are any problems affecting your child. Do please speak with your child’s (class teacher/form tutor) in the first instance or (myself, my contact details are listed below).

To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a weblink you may also find useful:

[Is my child too ill for school? - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/)

**As parents/carers you can best support your child to secure regular attendance and punctuality by:**

* Ensuring a good bedtime routine to enable your child to get enough sleep.
* Establishing a good routine each evening and each morning so your child is prepared for the school day ahead.
* Making sure your child attends school every day it is open, unless there is an exceptional reason preventing this.
* Ensuring your child arrives at school on time every day by (insert expected time)
* Arranging dental and medical appointments outside school hours wherever possible.
* Informing the school if your child is ill and too unwell to attend (insert details of how this should be done)
* Taking absence seriously – if your child is not wanting to attend, or has not attended as you expected why is this? Are they putting themselves at risk – Who are they with? What are they doing? Do you know who they are talking to online?
* Taking any holidays during school holiday periods, and not during term time
* Talking positively to your child about school and taking an interest in their school day
* Attending parents evenings and school events.
* Praising and rewarding your child’s efforts and achievements at school.
* Supporting school staff by working in partnership to best manage and support your child with any difficult or challenging behaviour or circumstances.
* Discussing any problems or difficulties with the school as soon as they arise – staff are here to help.

**We look forward to working in partnership with you to support your child’s educational journey and ensure their educational entitlement.**

Yours sincerely