

CONIFERS PRIMARY SCHOOL



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HEADTEACHER
Mr A Johnson

September 2022

Dear Parents/Carers

It is a legal requirement that all children should attend their school and it is the parent/carers responsibility to ensure that their child/children attend school. Conifers Primary School, Bincombe Valley Primary School and Southill Primary School are committed to working together, to ensure that we have a consistent approach to school attendance.

Every day that your child is absent from school is an opportunity missed. Schools and parents/carers have a shared responsibility to ensure that children attend school regularly and on time. Punctuality is also just as important as attendance. Conifers Primary School's Learning Day starts at 8:50am. It is important that children arrive in school on time: it supports them to learn good timekeeping, and reduces classroom disruption for the other children and themselves. Lateness is monitored by school and contributes to absence rates.

We want to see all our children with attendance at 97% or above.

What can parents/carers do to help?

- Ensure your child attends school every day and on time. School starts at 8.50am.
- If your child is not well enough to attend, contact the school by 9.00am on the first day of absence. If we do not hear from you, the school office will make a call. The school will ask why your child is not in school and when they are expected to return. Schools have the right to request evidence of illness and will do so, if a child builds up considerable absence through illness over a period of time
- Try to make dental and medical appointments outside of school time or at weekends.
- Take family holidays during the school holiday. We are unable to authorise term time holidays.



- Contact us immediately if you need help or support with your child's attendance or punctuality. Let's work together to achieve consistently high attendance and punctuality. We want to see every child at school every day, because every school day counts!
- Follow any government guidance and school guidance linked to Coronavirus.

What will the school do?

- Celebrate attendance through the monthly class award, termly tombola and by issuing termly 100% award badges.
- Provide an exciting curriculum and learning environment
- Work positively with parents to support their legal responsibility for making sure children attend regularly and have systems in place to work with families when attendance drops below an acceptable level. This is explained in more detail in the attendance traffic light chart.
- Issue penalty notices for any unauthorised holiday.

Thank you for your continued support.

Yours sincerely



Mr. A Johnson
Headteacher

