

St. Nicholas CE Primary Academy

Head Teacher: Mr Christopher Dale

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5th December 2018

Dear Parents / Carers of Reception pupils,

RECEPTION PUPILS' ATTENDANCE

School attendance is monitored carefully throughout the whole school from Reception to Year 6 to ensure that children are attending regularly. **However, it has been noted that the overall attendance of pupils in both Reception classes is well below that of government and school expectations and this is a concern.**

Within the Early Years Foundation Stage, it is vital that the children are in school every day to enable good learning and socialisation habits to be formed. Regular attendance will ensure that all of our pupils have the greatest opportunity to develop these very important early skills to prepare them to be successful with their education.

Of course from time to time it will be necessary to keep your children home due to sickness. When this is the case, please contact the school as soon as you have made the decision to not send your child in. Whenever possible, we would ask for you to please try and arrange appointments with a doctor, dentist, optician or hospital out of school time. In addition, we would remind parents that holidays must not be taken out of term time. Government legislation prevents schools from granting leave of absence unless there are 'exceptional circumstances'. Holidays are **not** exceptional.

For any further information, please refer to a copy of our school Attendance Policy which can be found on the school website. We ask for your support in ensuring your child attends regularly. If you feel we can be of help, do not hesitate to contact either of us at school.

Yours sincerely,

A handwritten signature in blue ink that reads 'Dale' with a flourish at the end.

Christopher Dale
Headteacher