

13th February 2020

Dear Parent/ Carer

Safeguarding our Children - Attendance and Punctuality

As part of our ongoing monitoring procedures, we regularly focus on the attendance and punctuality of all students. Following the latest review, we would like to remind all parents and carers that it is a requirement that you contact school and advise us if your child is going to be absent and notify us as to the reason for the absence. The process of notifying the school of a pupil absence is via the school office. The school telephone number 01423-886026 where there is an answer phone should no-one be available to take your call. Failure to let us know the reason for absence will result in school sending you a text as a reminder to contact us. If we have not heard from you by 10.30am a decision will be taken and a referral may be made to other services for us to ensure your safety and well-being and that of your child.

It should also be noted that unless we have notification as to the reason for the absence then a mark of “unauthorised” will be entered into the register.

I would like to remind you that we have a number of pupils with serious medical conditions and it is vitally important that we are aware of any infectious conditions throughout the school in order to inform parents.

Please help us to instil a habit of regular punctuality and attendance for your child and only keep your child at home when genuinely sick. Disruptions to learning cause a significant impact on your child’s progress. Our expectation of school attendance is 97% and as parents and carers you have a legal obligation to ensure that your child attends school regularly and punctually. We are seeing an increase in the number of children arriving at school after the doors close at 8.50a.m. and would ask that an effort is made to ensure your child arrives punctually in order to start their day alongside their peers. The early morning activity is designed to promote excellent learning behaviour to start the day and to embed key skills children will need in their English and Maths. To regularly miss these sessions will be detrimental to their learning.

Should you have any queries on this matter, please do not hesitate to contact me.

Thank you for your continued support.

Kind Regards.

Ms. Janet Peacock
Pastoral Leader



Hookstone Chase

PRIMARY SCHOOL

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