



26<sup>th</sup> May 2021

Dear Parent/Carer

### **Attendance and absence from school in term time**

We have been very pleased to welcome children back to school since lockdown. It's a pleasure to see children happy and eager to learn.

Thank you to all parents and carers who have kept us informed of the reason for their child's absence from school. It is important that school is made aware of the correct reasons why a child is not in school, especially at this time, as absence due to COVID reasons can have an impact on others in school.

Recently, we have been made aware that there have been occasions when parents and carers have taken their child/ children out of school, for the purpose of day trips and short holidays. Please inform your child's class teacher, or Helen Brown, Attendance Officer if this is the case.

Schools have a duty of care to ensure that children are safe. When a child does not register for school in the mornings, we have to account for their absence by making contact with their parent or carer. Additionally, if children have been absent, due to a day trip or holiday, they return to school excited to talk about their experiences. If they have been told to keep it a secret it can cause them undue stress.

The school register is an official document. It must show the correct marks, to reflect the correct reasons for a child's absence from school. Absence, for the reason of a day trip or holiday, cannot be authorised and will be marked appropriately.

We would like to continue to work with you, to ensure that your child is in school every day. If you would like to discuss any matters relating to attendance, please do not hesitate to contact either myself, or Helen Brown, Attendance Officer.

Yours sincerely

Mr A Hayes  
Deputy Headteacher