



# *Park Lane Primary & Nursery School*

**Executive Head:** Rob Litten

**Deputy Executive Head:** Rachel Bains

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Tuesday 20<sup>th</sup> June 2023

Dear Parents and Carers,

Attendance of pupils is monitored on a regular basis. When a child's attendance is low, parents will receive a formal letter from the school requesting that their child's attendance improves. During the summer term, illnesses such as common coughs and colds are generally at their lowest, so we expect whole school attendance during this time of year to be at its highest.

If your child is absent, **please ring the school before 9.30am to give a full and valid reason for your child not attending school that day.** We may need to see proof of any medical appointments attended and we will ask you for this, so we can record this absence accordingly.

Poor attendance is often a red flag for either you or your child's health or the parents' ability to get their child organised for the school day, and cope with demands of parenting. We are here to support you in overcoming any specific challenges you are facing at this moment in time, so please speak to a member of staff if you have any concerns.

If you need to request absence during term time, please request a form from the school office. This should be completed, and you will be contacted to advise if this has been authorised due to exceptional circumstances or unauthorised in which case, a Fixed Penalty notice may be applied.

The school day starts at 8.50am when the classroom doors are closed. **Every child should arrive at school on time, to avoid the rest of the class being disrupted when lessons have begun.** Lateness can easily become a bad habit, and this does not give those pupils a good start in life for being punctual when they are older and need to get to work, events or appointments on time.

In addition, the school day finishes at 3.15pm. If you anticipate you may be late, please inform the school office. If we do not hear from you, and your child has not been collected, they will be taken over to Blue Tree childcare at 3.25pm and a charge will be made.

Please understand that it is the school's role and responsibility to challenge poor attendance and to improve it. It is never personal.

Kind regards,

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Rob Litten  
Executive Headteacher

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