

25<sup>th</sup> April 2022

Dear Parents/Carers

Over the last two academic years, the pandemic has inevitably caused significant disruption to pupils' attendance at school. With restrictions and the testing programme having ended and the UK moving to the 'Living with the virus' phase, we are very much looking forward to seeing the school's overall attendance figures improve, and in time return to pre-pandemic levels.

Regular attendance and punctuality is a vital factor in pupils getting the most out of their time at school and ultimately meeting their full potential. It enables pupils to build stronger relationships with both staff and peers, promotes consistency and routine, and ensures that your child does not miss out on valuable experiences only available at school. With this in mind, we kindly ask all parents to work with us to ensure that your child attends school whenever they are able to.

**In the event that your child is unwell and unable to attend school, can I please ask that you telephone the office and leave a message on the absence voicemail service before 8.30am on the first day of their absence. Should your child travel via bus, please be aware that you are required to contact both the school and your allocated bus crew, as messages relayed to bus staff are not routinely shared with school.**

We know that many of our pupils have regular medical and therapy appointments which cannot always be scheduled outside of the school day. In these circumstances, please ensure that copies of the relevant appointment letters are provided wherever possible in order that they can be retained in your child's file and to ensure that the school's register is coded accordingly. Any request to take your child out of school during term time for any other reason should be requested in advance and will only be agreed in exceptional circumstances.

The school's policy on attendance is clear and lays out the steps we will take to address poor attendance. We work closely with Havering Attendance and Behaviour Service and they may become involved to support you and the school in improving your child's attendance.

If you have any concerns or queries regarding any of the above or the school's attendance policy in general, please do not hesitate to contact me via telephone or email at - [julie.cook@limetrust.org](mailto:julie.cook@limetrust.org)

Yours faithfully



Julie Cook  
Family Support Worker