

# ATTENDANCE NEWSLETTER



APRIL  
/MAY  
2025

## School leave during term time

Children are expected to be in school daily. We display all holidays/training days on the school website and email the calendar every Spring for the upcoming school year. Holiday requests are only granted under exceptional circumstances.

You must request and complete a holiday request form from the school office.

## Appointments

Appointments should be made outside school time. If this is not possible, evidence is required to authorise taking your child out of school.

**SEE SCHOOL HOLIDAYS  
ATTACHED.**



## Punctuality

Your child needs to be at school at 8:40am.

- Provides a calm and purposeful.
- Fluent in 5 (crucial maths skills)
- Your child will find the school day more difficult if they arrive late.

## Unauthorised absences:

- Arriving late
- Absence with no reason/contact
- Child off school because a relative is ill or having an appointment
- Time off school for birthdays

## Top Tips

- Have early bedtime routines.
- Have school bags/ clothing ready the night before.
- Talk to your child about school
- Speak to staff if you have concerns about your child in school.