



*Learning to encourage, aspire,
persevere and succeed.*

SINCLAIR PRIMARY & NURSERY SCHOOL

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Executive Headteacher: Mrs G. Montague, M.A.
Co Executive Headteacher: Miss S Hendricks B.A. Ed. (Hons)

Dear parents,

As we settle into this new academic year, I would like to take this opportunity to 'thank you' for your dedication to ensuring your children have good school attendance. We understand that illness cannot be avoided but we would like to remind you all of our aims for our children's attendance and why it is so incredibly important.

The Partnership expected attendance percentage is 97.6%; this is based on the national percentages. If your child's attendance falls below this, our admin and leadership team will monitor closely and communicate with you that your child's attendance is low and offer support. If your child's attendance falls below 90%, you will receive a letter and they will be considered a 'Persistent Absentee'. Further absence could result in a meeting with the leadership team and EWO, further warning letter and a fixed penalty notice (FPN). Attendance below 80% would be a referral to EW Service and Fast Track (Court) if there are no improvements seen.

Please remember, school starts at 8:30. Any time after 8:30 will be recorded as 'late', with registers closing at 8:40am. Anything after 8:40am will be marked as unauthorised. If your child has 5 days or 10 sessions of unauthorised absence, you may be issued a FPN.

If your child is unable to attend school, please call or email the school to inform us of their absence and the reasoning for it. If you are aware of future absence, please complete a 'request for absence' form, available from the school office. Again, if this is for 5 days or more, this could lead to the school issuing a FPN.

Please find below some links to useful guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance/toolkit-for-schools-communicating-with-families-to-support-attendance>

Thank you again for your on-going support. We are truly excited for the upcoming year and all the exciting opportunities it holds for our children.

Kind regards.

A handwritten signature in black ink, appearing to read 'G. Montague'.

Mrs G Montague
Executive Headteacher

