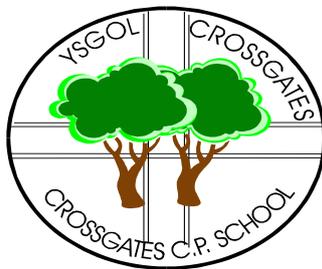


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HEADTEACHER: LISA WILLIAMS



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PRIFATHRAWES: LISA WILLIAMS

*Crossgates School values its pupils and teaches them to value themselves
Value Each Other; Value the World*

08 November 2019

Dear Parent/Carer,

Attendance and Punctuality

It is very important that your child attends school every day unless there is a very good reason for them not doing so. Unfortunately, attendance rates over the past 12 months have dipped. This is due to a number of reasons, some of which are avoidable. The number of holidays taken impacted negatively on the school's overall attendance percentage. The school is judged on this data.

Holidays will only be authorised in exceptional circumstances and if attendance is otherwise above 97%.

Any holiday should not impact on key periods of learning identified by the school (such as national tests carried out during the month of May each year).

At the beginning of a school year, we will look at the attendance data for the previous year. No holiday will be authorised unless a written request form (available from the school office) has been filled in (28 days' notice required).

Wherever possible, medical appointments should be made for out of school hours. Many children are absent because of appointments with the optician, dentist or doctor. This is disruptive to the child and to the rest of the class. We appreciate that in an emergency this will not happen.

As a reminder please ensure children are in school for 9.00am, ready for registration. Some children are arriving late to school. Late arrivals disrupt the rest of the children in the class as lunch and attendance registers have to be re-opened. This delays the start of lessons for all of the other children. The EWO is monitoring this.

Persistent absence impacts on the academic and social aspects of your child's learning. It can result in a fine being issued by the Local Authority.

Your support in this matter is appreciated.

Mrs L Williams

Head Teacher

Mrs C Lewis

Chair of Governors