



6th September 2023

Dear Parent/Carer

We are delighted to see our students back in school for the start of a new academic year in which we are confident will be the first undisrupted one for some time.

With this in mind, I wanted to take this opportunity to set out our expectation for school attendance and hope you agree how fundamental it is towards student progress. Full attendance in school promotes positive wellbeing and supports individuals to achieve in all areas, giving opportunities to learn, establish and maintain relationships, and experience all that school has to offer, and I firmly believe that everyone working together is paramount in this process.

The expectation is that your child arrives at 0850 ready for the school day.

If your child is unwell, you must telephone the relevant school office on the first day of their absence to report your child's absence. For any prolonged illnesses, school will require supporting medical evidence. If your child is required to attend a medical appointment, we will request to see a copy of the appointment letter in order to authorise the absence. For morning or afternoon appointments, we do expect students to attend at either end of the school day dependent on the appointment time.

Student attendance will be monitored throughout the term in line with our attendance policy. The policy is located on our school website. Requests for leave within school term time will only be granted in exceptional circumstances and must be applied for using a "Leave of Absence" form (once again a copy can be obtained from our website or requested from the school office). Requests must be addressed directly to the Headteacher of Treetops School and current attendance levels will be considered.

As an incentive, classes receive weekly certificates awarded in assembly in recognition of 100% attendance. These are obtained on the basis of everyone being in.

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. The government expects schools and local authorities to promote good attendance and reduce absence, including persistent absence, and for parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school, attend regularly.

Yours sincerely

Both Schools

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