



11<sup>th</sup> December 2024

Dear Parent/Carer

**Re: Importance of Attendance and Punctuality in School**

We hope this letter finds you well and that your child has been having a productive and enjoyable school year so far. As we approach the end of this term, we would like to remind you of the vital role that attendance and punctuality play in your child's educational journey.

Regular attendance is fundamental to academic success. When students attend school consistently and on time, they build good habits, participate more actively in class, and develop a stronger sense of belonging with their peers and teachers. Equally, frequent absences or lateness can create gaps in learning, making it harder for your child to keep up with the curriculum and achieve their full potential.

To emphasise the importance of these values, our school is excited to announce an **Attendance Drive Competition!** This friendly initiative will run on the **last week of term**, with rewards and recognition for classes and individuals who demonstrate exemplary attendance and punctuality.

We kindly ask for your continued support in ensuring that your child attends school every day, arrives on time, and is ready to engage with their studies. By working together, we can help foster a strong culture of responsibility and commitment to education.

If there are any specific challenges you face that affect your child's attendance or punctuality, please do not hesitate to contact us. We are here to support you and explore solutions to any concerns you might have.

Thank you for your partnership and understanding. We are confident that with your support, our students will continue to thrive.

Yours sincerely

Mrs Sidoli  
Assistant Headteacher

