



RE: Pupil Attendance and Punctuality

Dear Parents and Carers,

The Governors, staff and I would like to express our thanks for your support in ensuring that your children achieve good attendance rates at Millbrook. Many children at Millbrook have high attendance and in many cases 100% attendance. These high rates of attendance ensure that children maximise their progress as learners. We endeavour to ensure that we make learning fun and accessible at Millbrook. All of our staff work hard so children are happy in the school environment, and want to come into school each day.

We recognise the important part attendance plays in achieving well in school. As a result, we have set a **school target of 96% for whole school attendance in 2022-2023**. We will be working together with you to reach this goal.

In order to do this, you should support us by:

Absence procedures: Parents/carers should contact the school on the first day of their child's absence by calling the school office on 01235 764882. When parents/carers notify us of their child's absence, it is important that they provide us with details of the reason for their absence.

Frequent absences inevitably affect your child's learning. From September, all information on persistence or unexplained absences are automatically shared with the Local Authority attendance team.

Holidays in term time: We request that parents/carers do not arrange holidays in term time. If children are absent for consecutive days, they will miss out on key learning and content knowledge which may impact on their progress and achievement.

Unavoidable absences : We understand that there are times when children will need to be absent from school due to medical appointments. Where possible, we ask parents to always try and arrange any non - urgent appointments outside of school time. If this is not possible, please bring your children into school for part of the day and always let the office know in advance.

Punctuality: Children are registered every morning by 8.55 a.m. Gates open and children can go into school **from 8.40 a.m.** to begin early morning work. It is very important that your child arrives on time unless there are exceptional circumstances. This time allows children to settle into the school day and staff to support children by addressing any misconceptions from previous learning and pre teaching new concepts.

Once again, thank you for all your support in ensuring that our children are in school every day and ready to learn! If you have any questions about the information in this letter, please do not hesitate to contact the school office or see our attendance policy [here](#).

Best Wishes

Faye Charlton

Head of School

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Executive Head Teacher: Steven Rose

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