



Brinscall St John's CE and Methodist Primary School

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Headteacher: Mrs Joanna Owen



Friday 27th September 2024

Dear parents/carers,

Over the summer new guidance was put in place regarding school attendance. This affects to leave of absence requests for children and the national changes to penalty notices. Our attendance policy has now been reviewed, updated in line with DFE requirements and ratified by Governors. The policy is available on our school website. I am hoping this letter will give you a brief summary of our school expectations.

As you are aware our school doors open at 8.45am and all children will need to be in school at this time, ready for the register to be taken. Registration begins at 8.50am for KS1 and 8.55am for KS2. School doors close for KS1 at 8.55am and 9am for KS2.

If your child arrives after 8.55am (KS1) or 9am (KS2) they will need to be brought into school by an adult, who will be required to sign the late book. Children must not be sent into school through the front entrance unaccompanied.

It is vital that your child is in school by 8.45am and ready to start their learning, as lessons will start for the day as soon as the children arrive with an early bird task. By being late, the children are missing important teaching and learning time. The school day will continue to end at 3.20pm for KS1 and 3.25pm for KS2.

In line with the new guidance, I will be unable to authorise absences for medical appointments etc if we have not received a copy of the appointment card/letter. To avoid penalty notices being issued by the council legal team, it is vital that these are sent into school as all unauthorised absences will count towards the threshold.

All schools have now received updated guidance and we will only be able to authorise absences in very limited exceptional circumstances. If a child is reported as being ill, but we become aware that they are on holiday, this will be recorded as an unauthorised absence. We value the excellent relationships that we have with our families and ask for your support in this matter.

Good attendance at school will ensure that your children are able to get the full benefit of the excellent education that is available to them at Brinscall St John's CE & Methodist Primary School.

Kind regards,

Mrs J Owen

Headteacher