

23rd October 2025

Dear Parents/Carers,

Attendance

As its already nearly half term and we are moving through the school year at a very rapid pace, I just wanted to take a moment to emphasise the importance of regular school attendance and punctuality.

Consistently good attendance plays a vital role in our children's academic success, social development, and overall confidence. Each school day provides valuable learning experiences that if missed, can never be fully replicated despite our best efforts. When children miss lessons, even occasionally, they can fall behind in their learning, making it harder to stay engaged and perform at their best.

Equally important is punctuality. Arriving to school on time helps children to start their day prepared and focused. When they arrive late, they may miss important instructions, disrupt the learning of the class, and find it difficult to settle into their learning. Developing the habit of being on time fosters responsibility, respect, and good time management skills that will benefit them throughout life. With punctuality in mind, just a reminder that our morning drop-off window changes slightly to 8:30am to 8:45am from after half term.

Obviously, we understand that illness and family emergencies sometimes make absences unavoidable, but although, it seems a long way off for our younger children, research also shows that children who attend school regularly are more likely to achieve higher grades, develop positive study habits, and build strong relationships with teachers and peers. On the other hand, frequent absences — whether authorised or unauthorised — can disrupt learning and limit a child's ability to reach their full potential.

A letter detailing the Portico Trust's position on attendance is also attached. Please take the time to read this as it contains important information about our processes around holiday requests, unauthorised absences and what to expect should attendance drop below our school target.

Thank you for your continued partnership and commitment to your child's education. We greatly appreciate your support in helping your child attend school every day, arrive on time, and be ready to learn. Together, we can make sure every child has the opportunity to succeed.

Best regards,



Mr. Roche - Principal

