CHURCH GRESLEY INFANT & NURSERY SCHOOL
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Headteacher: Mrs E J Cripps
"Believe, Achieve, Succeed"

September 2026

Dear parents and carers

Re: Attendance Expectations for the New Academic Year

As we begin a new academic year, I would like to take this opportunity to remind all parents and carers of the importance of regular school attendance and your responsibilities in supporting this.

Good attendance is essential for your child's academic success, personal development, and future opportunities. We expect all students to attend school every day unless there is a valid reason for absence, such as illness or exceptional circumstances.

Your responsibilities include:

- Ensuring your child attends school regularly every day and on time the school is open except when a statutory reason applies.
- Informing the school as soon as possible on the first day of absence with the reason and expected return date.
- Keeping in regular contact with the school during a period of absence
- Providing medical evidence for absences where appropriate.
- Only requesting leave of absence in exceptional circumstances and do so in advance.
- Booking medical appointments around the school day where possible.
- Providing the school with more than one emergency contact and keep details updated.
- Working with the school to resolve any issues that may be affecting your child's attendance or punctuality.

I monitor attendance closely and will contact you if I notice any patterns of concern. In cases of persistent absence, we may need to involve the local authority in line with statutory guidance.

I appreciate your continued support in helping us maintain high standards of attendance. Together, we can ensure that every child has the best possible chance to thrive and succeed.

If you have any questions or concerns about attendance, please do not hesitate to contact myself, Mrs Cowie in the office or Miss Grimes our Family Support Officer.

Yours faithfully

Mrs Jo Cripps
Headteacher