



Stanbury Village School

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Dear Parents and Carers,

I am writing to remind families of the **importance of regular school attendance and punctuality**, and to share some information about our attendance monitoring procedures..

Regular attendance at school is vital for children's learning, well-being, and development. Being in school every day allows pupils to fully access lessons, build upon prior learning, develop friendships, and establish positive routines. Even small amounts of missed time can have a significant impact over the course of a term or year.

We would like to inform families that half-termly attendance monitoring has recently taken place. As part of this process, **attendance letters have been issued today** to families of pupils whose attendance currently falls below our school target of 95%. These letters are intended to keep parents informed and to ensure we are working together to support good attendance for all children.

We recognise that children do become unwell and that illness is sometimes unavoidable. We are always understanding of genuine illness and appreciate families keeping us informed when this is the case. However, as a school, we have a statutory responsibility to monitor attendance closely and to follow up on any attendance that falls below expected levels. Letters are therefore sent to all pupils whose attendance is below 95%, regardless of the reason, as part of our consistent and transparent approach.

In addition to overall attendance, we would also like to remind families of the **importance of punctuality**. Arriving late to school means children miss important learning at the start of the day, such as lesson introductions, phonics sessions, mental maths, or whole-class discussions. Lateness can also be unsettling for children and disruptive to learning. Over time, repeated lateness can result in a considerable amount of missed education and is recorded as an attendance concern.

We kindly ask for your continued support in ensuring that children attend school every day they are well enough and arrive on time, ready to learn. By working together, we can help all pupils make the most of their time at school.

If you have any questions about attendance or would like to discuss your child's attendance further, please do not hesitate to get in touch.



Thank you for your ongoing support.

Kind regards,

Mr A Robinson
Headteacher

