



Principal: Mr Chris Barratt
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21 September 2021

Dear Parents/Carers,

Thank you to everyone for supporting our school community's attendance at the start of this term. It stands at 95.4% so far. We really appreciate your commitment to engaging your children in their daily attendance. It makes a huge difference to their learning.

To support with our target of an overall attendance above 97%, we are launching a new leave request form alongside the Cabot Learning Federation. This form will enable parents to request permission from the Principal to take their child out of school during term time.

Should you ever need to take your child out of class, we would request that you complete the form and return it to the school office as soon as the absence is anticipated and at least four weeks before the absence. This allows the necessary steps to be followed prior to confirming the decision which may include attending a meeting with the Principal. As per guidelines received from the Department of Education, term time leave will only be authorised in exceptional circumstances. The form can be returned either by email to info@sa.clf.uk or a paper copy can be handed to reception. Please note that all absences are to be reported to the school office rather than the class teacher. This ensures all messages are received in good time.

This new leave request form is attached to this email and spare copies are also available from the school reception.

Thanks again for your support, and we look forward to continuing to work together to help all children learn.

Kind Regards,

The Attendance Team

Louise Dunbar, Hannah Boondeekhun, Chris Barratt