

Horn Park School

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Importance of regular school attendance

Dear parents/carers,

"Securing good attendance is not the preserve of any individual. It is the partnership and commitment of all school staff, parents and governors in promoting excellent attendance and punctuality for all."

As we begin autumn term, it is important for us as a school community to remind ourselves of the importance of good school attendance.

Attached to this letter is our attendance leaflet. This details why good attendance is so important, information about procedures and the impact of attendance that falls below 96%.

How you can help

- Aim for your child to have at least 10 hours sleep per night
- Develop good bedtime routines – remember research indicates that lights from TV and mobile devices impact negatively on the quality of sleep.
- Ensure your child gets their school bag ready the night before
- Develop good morning routines – ensure your child is washed, dressed and ready before they do anything else
- Ensure your child has breakfast
- Make all non-urgent doctor's appointments outside of school time
- Never take holidays during term time
- If your child is ill, call school as soon as possible on the first day's absence

To support with this, Miss Waite is running a parent workshop on **Wednesday 13th September at 9am** titled **'Supporting your child with routines at home.'**



To continue to raise the profile of attendance for children, we are introducing attendance award badges, whilst keeping the gold 100% badge. Each badge can be gained once in an academic year.

- Attendance award: maintaining attendance above 96% for a whole term
- Gold badge: a whole term of 100% attendance

If you have any questions about attendance, please do not hesitate to speak to any member of the leadership team and office.

Yours faithfully,
Jack Green
Deputy Head