



Acting Head Teacher
Mrs N Milton

All Saints Church of England Primary School

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Dear Parent/Carer

Welcome back to a new academic year. We hope you and your family have had an enjoyable and restful summer break.

As we begin the 2026/2027 school year, we would like to share our expectations for attendance and remind families how important regular school attendance is for every child. Our aim is for all pupils to achieve at least **95% attendance** throughout the year.

Why Attendance Matters

Being in school every day helps children to:

- Achieve their full potential.
- Build friendships and social skills.
- Develop confidence and resilience.
- Enjoy all aspects of school life.
- Establish positive habits for the future.

Even a small number of absences can have an impact on a child's learning and make it harder to keep up with their classmates.

We Will Support You

We understand that some children and families may face challenges which can affect school attendance. In line with the Department for Education's statutory guidance, [Working Together to Improve School Attendance](#), we are committed to working closely with parents and carers to identify any barriers to attendance.

If your child is finding it difficult to attend school regularly, please contact us as soon as possible. The earlier we know about a concern, the sooner we can work with you to identify solutions and provide support.

Our approach is always to:

- ✓ Listen
- ✓ Understand
- ✓ Support
- ✓ Work together to improve attendance

We are committed to working in partnership with families to help every child attend, succeed and thrive.



Our All Saints family shall ARISE and shine for the light of The Lord is upon us



Reporting Your Child's Absence

If your child is unable to attend school, please:

- Contact the school on the first and every day of absence.
- Explain the reason for the absence.
- Keep us updated if the absence continues.

Good communication helps us provide support where needed and ensures we can fulfil our safeguarding responsibilities.

Keeping Children Safe

When a child is absent and we have not received an explanation, we have a responsibility to make sure they are safe.

This may include:

- Calling parents or carers.
- Contacting all emergency contacts.
- Sending emails or messages.
- Contacting siblings' schools.
- Conducting a welfare home visit where appropriate.
- Seeking support from Medway Local Authority or other services if necessary.

To help us do this, please ensure we always have:

- ✓ Up-to-date telephone numbers
- ✓ Current email addresses
- ✓ Current home address
- ✓ At least **two** emergency contacts

Further Information

Attached is a guide explaining:

- Medical absence and when evidence may be requested.
- Holidays during term time.
- Unauthorised absence.
- Attendance support and interventions.
- Education Penalty Notices.
- How attendance concerns are managed.

Please take a few minutes to read the attached information. It explains how we can work together to support your child's attendance and success at school.

We know that children achieve their best when school and home, work in partnership. Together, we can help every child learn, grow and thrive.

Thank you for your continued support. We look forward to another successful year working with you and your child.

Yours sincerely,



Mrs N Milton

Acting Headteacher