

Puddletown Church of England First School

We care enough to try our best in all we do because we are wonderfully made: made to love, made to flourish, made to be unique

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Dear Families

Good attendance and punctuality remain a top priority for Wessex Multi-Academy Trust and Puddletown first school. We share parents and carers views in wanting the best for your child and we look forward to working in partnership with you through the year ahead.

We work hard to ensure that your child is supported in school to feel safe, to be the best they can be, and to develop a sense of belonging both with their peers and as part of their wider school community. Regular attendance really does matter.

We recognise that on occasion children might experience illness or have exceptional reasons preventing regular attendance. We will work with in such circumstances to ensure that any identified barriers are discussed so that we can best support your child's wellbeing and education.

As a parent it is your responsibility that your child attends school each day. We are here to help if you are experiencing any difficulties affecting your child – please do get in touch as soon as you are able 01305 848206.

As parents/carers you can best support your children to secure regular attendance and punctuality by:

- Making sure your child attends school every day, unless there is an exceptional reason preventing this. Please contact school by 9am to report an absence
- Arriving at school on time every day by 8.45am
- Arranging dental and medical appointments outside of school hours where possible
- Informing the school if your child is too unwell to attend by phone or email the office. To assist parents in deciding whether their child is too ill to attend school, the NHS have produced a weblink you mind find useful: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)
- Taking holidays during school holiday periods only
- Attending Parents evenings and school events
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help

Our attendance policy is available to read on our school website

<https://www.puddletownfirst.dorset.sch.uk/web/>

This explains how we monitor attendance and follow up absence. If you have any questions or concerns at all please contact us.

Yours sincerely,

Anna Seal



INVESTORS IN PEOPLE



CHARTER
STANDARD
SCHOOLS

