

Tuesday 4 July 2023

Dear Parents and Carers,

Re: Following school procedures

The Department for Education has made it a statutory duty that schools can account for the whereabouts of every single pupil on every single day during term time. This is for the safety of all children and families.

It is imperative that all parents follow school procedures when your child is not going to be in school please.

If your child is absent from school, it is your responsibility to phone the school and inform us that your child will not be at school. This needs to be done on the morning of every single day of absence.

If you are celebrating a religious festival and your child is not going to be in school, it is your responsibility to phone the school and inform us, in the morning, that your child will not be at school.

In terms of religious festivals, families may take up to 3 days off school for religious festivals in a school year. However, you may only take 1 day off per festival. Any consecutive days off will be marked as an unauthorised absence.

Please could I ask all parents to support the school in maintaining our statutory duties and responsibilities by ensuring that you report to the school, on all occasions that your child/ren are not attending school.

Your sincerely,



Mr Kevin Atkinson

Head of Lower School