



Whitley & Eggborough Community Primary School

*Head Teacher: Miss S Langridge
Learning Lane, Whitley, Goole, DN14 0WE
Tel: 01977 661247
Chair of Governors: Ms E Ridley*

September 2018

Dear Parents and Carers

I would like to take this opportunity to remind everyone about the importance of “good” attendance in school. Recommendations from the government are for all children to achieve a minimum of 96% average attendance across the year. Children falling below this percentage will fall in to the bottom 10% of children nationally in terms of attendance. Research shows that children who have time away from school miss out on key elements of their education which can be difficult for them to catch up on.

Term time Absence

I refer you to the Attendance Policy and Term Time Absence Policy for the school which can be found by following this link:

<http://whitleyandeggborough.schooljotter2.com/about-us/key-information-statutory-data/school-policies-and-procedures>

Please be aware that all applications for term time absence should be made at least **6 weeks** prior to the first day of requested absence. In order to avoid any confusion or understanding please ensure that all requests for an application for leave are made to the headteacher **in person or via the telephone** and not through email. This will provide us with the opportunity to ensure that parents are fully aware of the consequences of taking a term time absence. Following the receipt of the request the headteacher will consider the application and a response will be sent via email using the email address provided to the school by yourselves. This has been discussed and agreed with North Yorkshire County Council. If we do not have an email address the response will be sent by first class post.



E- mail - admin@whitley.n-yorks.scb.uk
www.whitleyandeggboroughcpschool.co.uk



Please be aware that unless the circumstances are exceptional as stated in the policies, the absence will be marked as unauthorised and any time in excess of four days will (in most cases) be sent to the Local Authority who are likely to issue a fine according to the policy.

Appointments and Punctuality

School recommend that where possible appointments are made outside of school hours, however we do understand that with some hospital appointments this can be more difficult.

Arriving to school on time is equally important and we would urge you to ensure your child is in school and ready to start learning by 08:55am. School is open from 08:40am.

Each half term we will be sending home a copy of your child's attendance to enable you to see how well they are doing.

In the meantime I would like to thank you for your consideration and support in this very important matter and we look forward to seeing your children on a daily basis, bright and early.

Yours faithfully

Sarah Langridge
Headteacher



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