12th September 2023

Dear parents / carers,

Thank you all for a fantastic start to our new term and a warm welcome to all those who have joined All Saints for the first time. It is wonderful to have everyone back safe and well.

**Arriving to school on time**Thank you for working hard to ensure children arrive on time every day. It really matters to a child’s wellbeing and learning starts from the moment a child steps into the classroom.  
**The bell rings at 8.40am and all children must be in school by 8.50am.**

If your child for any reason arrives after 8.50am they must be signed in by a parent or carer and enter by the office. If a child arrives after 9.05am it may be recorded as an unauthorised absence.

**If you are running late because something unusual has happened, please contact the office to let us know.**

**Being in School Every Day - ‘Every Day Matters at All Saints’**  
At All Saints we expect all children to attend every day, The Government describe this as their legal entitlement.   
  
We understand that sometimes children are not well enough to attend. If a child had 3 days off due to illness their attendance would still be at 98%. Anything below 97% could be a cause for concern.

**We expect:**  
- Absences to be reported to the school office on 01530 832608 Select Option 1 or by text by 9.00am

**We need as much detail as possible, otherwise we may have to call to fully understand.  
 If we do not hear from a parent, we may have to visit the house to ensure children are safe and well.**  
- Appointments should be made out school hours where possible. Please avoid taking a full day off if there is no   
 alternative to having an appointment in school time.  
- Family holidays and leave must not be taken in term time. (Term dates and our attendance policy are on the school   
 website and notice board / reception). Any time taken without authorisation may result in a penalty notice.  
  
**We can help**  
If you have any difficulties with attendance or being in school on time we are here to help. Please do contact the office and we have a team of people who can offer support, guidance or practical solutions.  
  
We believe that every moment in school is an opportunity to learn and genuinely matters to your child’s education. If you want to come and see the work your child is doing in school please contact your child’s class teacher through Dojo.   
  
Many thanks for your ongoing support to ensure all children are in school and on time every day.

Kind regards,

A picture containing diagram

Description automatically generated

Headteacher