

15<sup>th</sup> September 2026

**Dear Parents and Carers,**

Welcome to the start of a new school year. We are delighted to welcome both new and returning families and look forward to working in partnership with you to ensure every child has the very best opportunity to thrive.

Excellent attendance is one of the most important factors in a child's education and is one of our Trust priorities. Regular attendance helps pupils to build positive relationships, develop confidence, maintain good progress in their learning, and fully participate in all aspects of school life. Regular attendance also plays an important role in supporting children's wellbeing and ensuring they remain connected to the care and support available within school.

We believe in maintaining the **highest expectations alongside the highest levels of support**. We recognise that every family is different, and while our expectation is that pupils attend school every day unless they are too unwell to do so, we also understand that, at times, some children and families may experience challenges that affect attendance. Where this happens, our priority is always to work together to understand any barriers and identify the right support at the earliest opportunity.

Please remember:

- School starts promptly at **8.50am**. The school gates/ doors are open for pupils to arrive from **8.40am**.
- Please note that bringing your child into school after the gates are closed at 8.50am will have an affect on your child's attendance as they will receive a late mark.
- If your child is absent due to illness, please notify the school office via telephone on 01793 812340 as early as possible on the first day of absence, following our reporting procedures.
- Medical and dental appointments should be arranged outside of school hours wherever possible. If this is unavoidable, please provide evidence of the appointment for this to be marked down as a medical mark. If the appointment is mid-way through the day, the expectation is that the child attends school as normal before and after the appointment.
- Holidays during term time will not normally be authorised except in exceptional circumstances, in line with government guidance. If you do wish to take your child out of school during term time you will need to follow our absence request policy.
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- As a school we monitor attendance closely throughout the year and will contact families where attendance or punctuality becomes a concern so that we can work together to provide support where needed. We know that early conversations and strong partnerships often make the greatest difference in helping children maintain positive attendance.
- Please ensure the school has up-to-date contact details so we can communicate with you promptly if needed.

We understand that some families may experience circumstances that affect attendance. If you are experiencing difficulties, please contact the school as soon as possible. Our aim is to work in partnership with you to identify any barriers and provide appropriate support. Our staff are committed to working with you in a supportive, caring and respectful way to understand your circumstances and help remove any barriers to regular attendance wherever we can.

Thank you for your continued support in promoting excellent attendance and punctuality. By working together, maintaining high expectations and providing the right support when it is needed, we can ensure every child feels safe, valued and able to enjoy school, achieve their full potential and make the most of every opportunity this year. We wish all our pupils a happy, successful, and enjoyable school year.

Yours sincerely,

**Miss James**  
Headteacher  
**Wroughton Infant School**