13th September 2017

Dear Parents/Carers

We are looking forward to another successful school year.  We will be striving to ensure that your child has the very best learning opportunities in order to reach their full potential. To support your child with their learning and to ensure that they make the most of their time in school, attendance and punctuality is extremely important. The information below outlines our expectations.

**Attendance**

In line with the Brooke Weston Trust expectations, we expect children’s attendance to be **97%** and above. **School starts promptly at 8:50am** and good punctuality is also expected. Good attendance helps children to fulfil their potential and gives them a chance of a better future.  Every day your child is absent from school, an opportunity is missed.

Should we be concerned about your child’s attendance and/or punctuality, as outlined in our Attendance and Punctuality Strategies on our website (www.compassprimary.org), home visits, letters and phone calls may be carried out. Referrals may also be made to the Brooke Weston Trust Education Welfare Officer.

**\*New Carpark Access \***

To assist parents in dropping off and collecting their children (Years1-6) promptly, we are now providing access from the main carpark into the playground.  A member of staff will open the new gate (opposite the Yr3/4 entrance) from 8.50am and greet children when dropped by car.  Pupils will be supervised by members of staff to ensure they enter their corridors safely.  Access via this gate is also available from 3 – 3.30pm for parents who wish to use the carpark.

**Absences**

If your child is absent from school, you must contact our Main Reception on 01536 532707 by 9.30am with a reason for their absence.  Absences for illness **will not** be authorised, unless **medical evidence** is provided when your child returns to school.  If your child is sent home from school ill, we will authorise this absence.

**Leave in Term Time**

Brooke Weston Trust Academies and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013).  Parents need to be aware that a **Penalty Notice could be issued for 5 days of absence (10 sessions)**. More details regarding this can be found on our school website.

If you require any support with your child’s attendance or punctuality, please do not hesitate to contact the academy’s Education Welfare Officer:

Miss R Duncan – email rduncan@compassprimary.org or phone 0786 0827 352.

Yours Sincerely

Mrs K Greaves

Vice Principal