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Phone: 0204 526 7053

Date: February 2024

Dear Parent/Carer,

**Re: School Attendance Requirements for Reception Class Pupils**

It is widely believed, and research has shown that regular attendance and good punctuality aid children in reaching their full academic and social potential. Having a good education gives your children the best possible start in life.

We are writing to you to ensure that you are aware that good attendance and punctuality in reception class is essential preparation for when your child reaches the compulsory school age, in the first term after their fifth birthday.

When your child turns five, you have a legal responsibility to ensure that regular and punctual attendance is maintained, in accordance with The Education Act 1996 sec.444 (1). The school may refer any child with irregular or excessive absence or lateness to the Education Welfare Team, who will then investigate the attendance and punctuality and offer support and advice. At this point, if their absence and/or lateness do not improve, you as parents/carers will be at risk of prosecution.

If you or your child/ren is experiencing any difficulties maintaining regular attendance and/or punctuality, please do not hesitate to contact the school or myself, we will be happy to support you in any way we can.

Yours Sincerely

**Rosana Hermosa**

Senior Education Welfare Officer