



# NEW SWANNINGTON PRIMARY SCHOOL

Church Lane, Whitwick, Leicester LE67 5DQ

Email: [office@new-swann.leics.sch.uk](mailto:office@new-swann.leics.sch.uk) Tel/Fax: 01530 832656

[www.newswanningtonprimary.org.uk](http://www.newswanningtonprimary.org.uk)

Headteacher: Mrs Judy Ramsell

9 December 2021

Dear parents/carers

## ATTENDANCE

We have recently seen a marked increase in the number of children who are being taken out of school/leaving early due to Dentist and Doctors' appointments.

Can we please remind parents/carers that it is a legal requirement for children to be in school for the entire school day and we respectfully ask that appointments are kept to a minimum (unless in an emergency) as these absences significantly impact on your children's learning.

In addition, if your child leaves school during the day due to an appointment, we are legally required to record this absence in case there is an unexpected need for evacuation. This will again be recorded on the register which will impact on their attendance percentage. Even if they arrive at school to be recorded when the register is taken in the morning, if they then leave at any point during the day, they will be recorded as absent for the time they are off site.

In addition, can we remind everyone that the school day starts at 8.50am and any children arriving after this time will be given a late mark. We are again seeing a significant increase in children arriving late and this is recorded on your child's record accordingly.

Please be aware that all attendance for all children is closely monitored by the County Attendance team.

We appreciate that there is sometimes a need to have an emergency appointment, however, may we thank you for your support in this matter.

Kind regards,

Judy Ramsell  
Headteacher