

Willow Primary School
Alston Road
Bessacarr
Doncaster
DN4 7EZ
Email:
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Tel: 01302 539249
Headteacher: D Sumner

16th September 2021

RE: Reception Attendance –Welcome letter

Dear Parent/Carer,

I am writing to introduce myself, I'm Becky and I am the Attendance Officer here at Willow.

As part of school's continued efforts to ensure that each child achieves their full potential and enjoys their time with us at Willow Primary, my role is to support and work with families to ensure that children attend school regularly.

Although up until the age of 5 a child doesn't legally need to be in school, we want to encourage excellent attendance from the moment they begin their school journey with us at Willow and we expect all prents whose child attends Willow to follow our attendance policy, no matter what age your child is.

Even at a young age, missing school can have a detremental affect on a child's learning, and we want every child at Willow to reach their full potential.

As a school we expect children to attend school every day, on time for when the class door opens. If your child is too ill to attend school then you must phone us on the above number by 9.30am to let us know the reason that your child is absent. Medical appointments ideally should be made out of school hours, or after 2pm wherever possible. Term time holidays will not be authorised and we ask that holiday bookings are made for school holiday periods only.

If there are any circumstances that you are experiencing that you feel may affect your childs attendance then please do not hesitate to contact me. I hope that we can work together and I appreciate your cooperation in this matter.

Yours sincerely,

Becky Paterson
Attendance Officer



www.willowprimaryschool.co.uk



