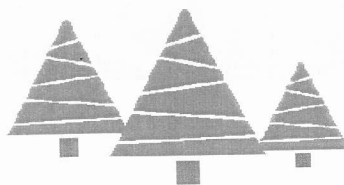

Principal - Ms Maria Curry M.A. Cantab.



F O R E S T A C A D E M Y A N D E L V E D E N
C O F E P R I M A R Y A C A D E M Y

Wednesday 22nd May 2013

Attendance

Dear Parents/Carers

Attendance at Forest and Elveden Academy is currently far too low. This is due to a combination of people taking term time holidays, absence which parents report as sickness and absences for which no reason is given. Every time a child is absent this impacts on their learning and on them socially as when children are not at school friendship groups may change. Of course if children are genuinely sick they should not be at school, but otherwise we do need every child at school every day. Children already have 14 weeks holiday out of the year so should not be taking any additional holidays outside of this period and we do not authorize any of these holidays.

To address this area, we will be expecting all parents to complete a form (see attached example) each time their child is absent and e-mail or bring in to the school that day. This form is available in the office and on the website. If we do not have a completed form, we may need to visit the child at home so that we can record the reason for absence.

Please help us by ensuring your child is in school every day that they are well and completing the attached form if they are too ill to come to school.

Yours sincerely

Ms M Curry
Principal

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