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Dear Parents/Carers

Hazeldene works very closely with our Education Welfare Officer to meet the attendance target that is set by Borough Hall every year.



We have register checks every term to monitor things such as patterns of absence, persistent lateness, holidays taken during term time, numerous medical appointments etc.



Unfortunately we have noticed the amount of absences for children in the Foundation year is quite high. It is very easy when our youngest children come from a pre-school/nursery environment into 'main' school to assume that the first year is a continuation of this and that not much will be missed if the child stays at home with a slight cold/sniffle, or goes on holiday during term time. However it is essential from the earliest age that children form good habits of punctual attendance that will set them up for the rest of their school life and beyond into further education/employment.



The school day starts at 8.40am when the children can come in to school. The gates to Foundation and the main school doors are shut at 8.50am and the registers are taken at this time. Any child arriving after this will need to enter via the school office where the 'late' book will need to be filled in.



There is also a misconception with children in Foundation that as they may not be statutory school age they can take holidays during term time. As with other year groups all absences must be requested completing a Leave of Absence form and only requests that are 'exceptional circumstances' will be authorised.



I hope that we will see a real improvement in the Foundation year attendance during the next two terms.



Yours sincerely



Mrs J Sumner
Assistant Headteacher & Foundation Leader

