

Mainway, Skerton, Lancaster, LA1 2AY

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Date 12th December 2023

Dear Parent/Guardian

As we come towards the Christmas holidays, I am writing to remind you of the school expectations with regard to attendance. The school target for attendance is 96% for all students.

To give a context to this an attendance rate of 80% is a student who on average misses a day a week across the year. This is 5 hours each week of learning lost and over a year is 195 lost learning hours.

I am sure you agree that we need to see all pupils in school more regularly next year and achieving the target of 96% attendance.

If there are any reasons why your Son /Daughtercannot attend school then please make sure that you contact the schools Attendance Officer each morning of absence. Please be aware that there are times when we will need to request that we see medical evidence as proof of absence. This may be a prescription slip or appointment card or letter from a GP.

Please be aware that as a school we use legal interventions for students whose attendance falls below an acceptable level. It is essential that we see an improvement in attendance this year.

**School will close to pupils at 12:00 noon on Friday 22nd of December 2023 and reopen on Monday 8th January 2024 at 08:45am**

Yours sincerely

Emma Driver

Attendance Manager

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Yours sincerely/faithfully