



6<sup>th</sup> November 2025

Dear Parent/Carer

### School Attendance

At Forest View Primary School, we actively encourage all children to attend school regularly, to be punctual and to be present for as many hours of the school day - in order for your child to achieve their full potential.

The government's national expectation is 96% attendance. In order for Forest View Primary School to achieve this expectation it is essential that parents/carers communicate with the school effectively by ensuring the following is adhere to: -

- **Parents/Carers MUST inform the school office by 9.30am** if your child is going to be absent and provide an explanation for their absence. If we do not receive a valid reason for the absence, it will mark as an unauthorised absence.
- Ensure your child arrives into school before **8.55am**. Children arriving after 8.55am will be marked as late and an explanation is required. After 9.15am they will be marked as unauthorised.

### Medical Appointments - Medical appointments will affect your child's attendance.

We are requesting that wherever possible any medical appointments will be made outside of school hours. In the event of an appointment that must occur during school hours, parents/carers are required to bring in the appointment letter/card or show a text message to the school office in advance. This will allow us to log it on the school attendance register and record whether your child is staying for school dinners or packed lunch.

**Children do not need to stay off school all day** and we will only authorise the time spent for the appointment. For example, if a child has an appointment at 10/11am, we would expect them to be in school for their registration mark if possible and then return back to school straight after their appointment.

In the event of a parent/carers having a medical appointment for themselves please ensure alternative collection arrangements have been made.

Following our school Attendance Policy, if your child has recorded 10 unauthorised absences (5 days) a Penalty Notice Warning may be issued by the Local Authority Attendance Team which may result in a fine.

Please support us with this important matter and thank you for your continued support.

Yours sincerely

*E Cook*

*C White*

Mrs E Cook  
Head Teacher

Mrs C White  
Welfare Officer