



Ranvilles Junior School

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Dear Parent/Guardian

Attendance

Attendance in school is vital to a child's learning and development. It is understandable that from time to time a child may have an illness that keeps them at home for a few days. Please remember that if your child requires medication the school office will administer it on your behalf as long as you have completed a consent form.

The national guidelines expect children to be in school and have an attendance of above 96%. If your child falls below this target the expectation that they will reach the end of Key Stage 2 target can be considerably reduced.

As a school we are focused on developing your child's holistic well-being and academic achievement through the STARS. Our 'Safe Star' concentrates on children's physical, mental, social, emotional and spiritual well-being. We wish to work in close partnership with you in order to ensure your child and every child reaches their full potential.

We monitor attendance daily. Thank you for informing the school office if your child is absent through illness. Should your child have a hospital appointment please bring/send the letter to the school office for a member of staff to copy.

After each term we will send letters to parents if there has been an attendance below 96%. This is to keep you informed; by working together we can increase the level of attendance your child has in the future.

We hope you will welcome this new procedure which will keep you informed and enable us to work together to make a difference.

Yours sincerely

Samantha Jenkins
Attendance Officer