



## Newport Church of England Junior School

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Web: [www.newportjuniorschool.org.uk](http://www.newportjuniorschool.org.uk)

Head teacher: Mrs Nicola Moody MA PGCE

Dear Parents/Carers,

I am writing to you regarding school attendance. Term dates for the 2018/19 and 2019/20 academic years can be found on our website:

<https://newportjuniorschool.org.uk/home/joining/term-dates/>

School attendance is essential to make sure that children are happy in school, achieve well and make very good progress. We work closely as a school team, alongside the Educational Welfare Officer, to regularly review the attendance of children at Newport CE Junior School.

If your child is unwell, and they are not able to attend school, we ask that you contact the school office by 9am (01952 386600) to inform us.

It is not ideal for children to take a holiday during term time. If you did wish to make a request to do so you need to collect a form from the school office and return this, completed, for the attention of the Head teacher. Any requests for leave must be completed in advance of the absence occurring. You will receive a response by post.

In our regular monitoring of attendance we have levels of response to address attendance concerns. Details of this can be found in our Attendance Policy. Anything below 93% attendance is considered for action. In the first instance you may receive a telephone call or letter making you aware of the attendance % and in a second instance this may be followed by a more formal letter requesting medical evidence for any further absences.

We want children in school as much as possible so that we can facilitate a love of learning; we hope that we will be able to work with you to do so.

Best wishes

Mrs N Moody  
Head teacher