



Grazebrook Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mrs Katie Beecroft

Monday 9th May 2022

Dear Grazebrook families

I am writing to inform you that we are now working in partnership with Synergy Education & Welfare Service (SEWS) to improve attendance, reduce unauthorised absenteeism and ensure all pupils arrive at school punctually every day.

As you are aware, the school has high expectations in all areas of school life and attendance is no exception. While the preferred aim is for your child to have 100% attendance, we do understand that absence may occur due to illness; however, this should be rare. Our aim is for all pupils to have at least 97% attendance. Attendance below 96% is considered to be poor. Our school Attendance Officer, Pam Sealy, will now be working closely with our new Education Welfare Officer, Dawn Badley, to ensure we achieve the intended attendance levels.

Please be reminded that leave during term time is not permitted without a valid reason. All absences other than for illness must be authorised in advance by the school, and will only be granted in exceptional circumstances. Holidays during term time are not permitted. It is essential that you complete a *Request for Exceptional Leave* form at least a week prior to the requested absence start date. These can be obtained from the school office.

If you require any further information in relation to attendance and/or punctuality, please refer to the school's Attendance Policy. A copy of this can be obtained from the school office.

Kind regards

Katie Beecroft
Headteacher