



G A Y T O N   P R I M A R Y   S C H O O L  
G A Y T O N   R O A D   •   H E S W A L L   •   W I R R A L   •   C H 6 0   8 P Z

6th December 2022

Dear Parents/carers,

**RE: Attendance and Punctuality**

For you as parents, and for us as a school, our children's welfare and education are of paramount importance. At Gayton, we believe that one of the ways to achieve success is through regular attendance and punctuality throughout the school year.

The DfE have released new guidance for schools entitled '**Working Together to Improve School Attendance**' which puts a greater onus on schools to reduce absence as far as possible; you can read a summary of the expectation for parents, schools and local authorities in this [document](#). We have also attached a copy of Wirral's recently reviewed attendance policy and this can be downloaded from our school website (under the policies section).

Attendance will continue to be closely monitored in school and, where we see anomalies or where attendance is below 90% (which is classed by the DfE as being persistently absent) you will be contacted by letter and/or invited to a meeting to discuss any possible support. Levels of absence in schools are closely monitored by the DfE and we have a Local Authority Attendance Officer allocated to support us with improving our attendance. Parents may also wish to access the [Family Toolbox](#) for further support.

We will now be sending home a copy of your child's attendance on a termly basis so that parents are more informed of their child's attendance. We will send home your child's autumn term attendance in the first full week of the spring term.

Please note that holidays in term time will not be authorised unless they are deemed to be '**exceptional circumstances**'. Unauthorised absences could be subject to a fine from the local authority.

Thank you for your continued support,

Kind regards,

Mrs McAleny

Headteacher: Mrs McAleny

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