



Butterwick Pinchbeck's Endowed  
Church of England (Aided) Primary School  
School Lane  
Butterwick  
Boston  
Lincolnshire  
PE22 OHU

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6<sup>th</sup> September 2019

Dear Parent/Carer,

### **School Attendance**

I am writing to all parents and carers to remind you of the importance of regular school attendance, which is a priority for your child and our school. Unbroken attendance at school is important for learning and there is a strong link between regular school attendance and achievement. In promoting high levels of attendance, we aim to ensure that every child at our school reaches their full potential.

The Government requires that all children have an attendance level of 95%. It is our legal duty of care to make parents aware if your child drops below this level so that any further attendance, if possible, can improve.

Last academic year our school's unauthorised absence level (holidays) was above the National figure. Therefore, the expectation of Lincolnshire County Council is that our school takes action to address this with the use of a Fixed Penalty. If a term time holiday is taken, you will receive a Fixed Penalty Warning letter.

Our Policy on Whole School Attendance clearly sets out our aims as a school, procedures if your child is absent, strategies for promoting attendance and monitoring, to list a few of its contents. The policy can be found on our website and we hope it will help you to have a clear understanding about our school's expectations.

To improve attendance, lateness and punctuality we have to work together and I am here to support your child and you as parents. If something is stopping your child coming to school, please do not hesitate to contact me on 01205 760256.

I would like to thank you for your understanding and support.

Yours Sincerely

Mrs Katie Tracey  
Learning Mentor  
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