



Norbridge Academy, Stanley Street, Worksop S81 7HX  
Tel : 01909 472322 Fax : 01909 531097  
Headteacher Miss R Jackson

Monday 6<sup>th</sup> November 2023

## ATTENDANCE

Dear Parents/Carers of Toucan class,

School attendance is monitored carefully throughout the whole school from Foundation 1 to Year 6 to ensure that children are attending regularly. However, it has been noted that the overall attendance of pupils in Toucan class is below that of government and school expectations for the year to date;

Attendance – 94.1%

For children to reach their full potential it is vital that they attend school every day to enable good learning and progress to be made. Lessons are taught each and every day and regular attendance will ensure all children have the greatest opportunity to increase in confidence, maintain friendships and be completely emerged in school life and succeed in all aspects of learning.

Of course, from time to time, it will be necessary to keep your child at home due to illness. When this is the case, please contact the school office as soon as possible to inform us of the absence. Whenever possible, we would ask for all medical/dental appointments to be arranged out of school time. If this is not possible, please ensure you have evidence of the appointment and hand a copy into the school office.

In addition, can we please remind you that we do not authorise term time holidays. Government legislation prevents schools from granting leave of absence unless there are 'exceptional circumstances'.

For further information, please refer to a copy of our Attendance Policy which can be found on the school website – <https://www.norbridgeacademy.org.uk/knowledge-base/attendance/>

We would ask for your support in ensuring your child attends regularly. If you feel we can be of help or support, do not hesitate to contact a member of staff.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R Jackson'.

Miss R Jackson

Acting Head of Academy

