



Hoyland Springwood Primary School

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💻 www.hoylandspringwood.org
Head of School: Mrs Rachel Parker
Executive Headteacher: Mrs Jennifer Hunt

Monday 15th November 2021

Dear Parents/Carers,

Attendance Notifications

A letter was sent home on Thursday 30th September outlining attendance expectations at Hoyland Springwood School. As an update to this information, we will be sharing your child's attendance with you during this week. This information may come in the form of a text message, a letter or phone call to arrange a panel meeting. The aim of these attendance updates is to open up positive and effective communication between school and home, not to cause distress or worry.

If your child has had any time off this year, their attendance may be much lower than you would expect it to be. The simple way to improve attendance would be to ensure that your children attend school, on time, every day. If we invite you in to a panel meeting, this is for us to discuss any mitigating factors regarding your child's attendance and to also provide help and support where this is appropriate.

All children whose attendance is below the school target of 97% are tracked and monitored. Our sole aim is to help families ensure that attendance improves, that children are in school every day and that they arrive on time and ready to learn.

Thank you for your understanding, support and co-operation.

Yours sincerely,

Mrs R.Parker
Head of School

Mrs J.Hunt
Executive Headteacher