



Ivington Church of England (VA) Primary and Pre-School

Tuesday 3rd February 2026

Dear Parents/Carers,

We are committed to ensuring that every child has the best possible opportunities to learn, achieve, and thrive. Regular attendance is vital to your child's progress and wellbeing.

The school, along with the local authority, closely monitors attendance for all pupils. If your child's attendance falls below 95%, you will receive a letter from school inviting you to attend a meeting. This is an opportunity for us to work together, discuss any concerns and identify support if needed.

If your child is absent from school, please contact the office before 9.00am on each day of absence to inform us of the reason. If the absence is due to a medical appointment, you must provide proof (such as a letter, a screenshot of an appointment confirmation, or a message on your phone). Without proof, the absence will be recorded as unauthorised.

Examples of acceptable proof include:

- *An appointment card or letter from the GP, dentist, or hospital*
- *A screenshot of your online appointment confirmation or reminder*
- *A text message from the medical practice confirming the appointment*

We are required to follow the local authority's framework regarding unauthorised absences, for example 10 sessions of unauthorised absence in a 10-week period, may result in you receiving a fine of £160 per parent, per child.

Good attendance allows your child to make the most of learning opportunities, to build and maintain friendships and develop important life skills and routines.

If you are experiencing difficulties affecting your child's attendance, please let us know as soon as possible. We are here to help.

For further details, see our full Attendance Policy, available on our school website or from the school office.

Thank you for your cooperation and support in ensuring your child attends school regularly and punctually.

Yours sincerely

Mrs M Smith
Headteacher