

#theforestway100

6<sup>th</sup> January 2025

Dear Parents,

### Attendance - Reception to Year 6 Pupils

Regular attendance is essential for students in order to foster academic achievement and social development. Here at Forest we promote a culture of high expectations where attendance is prioritised and supported by the entire Forest Preparatory School community.

In regards to this we would like to remind parents of key points in our attendance policy that follows new rules and regulations that have been **set out by the Department for Education (DfE)**.

### Reporting Absences

Parents/guardians must report their child's absence on the first day by phone or email to the child's class teacher, explaining the reason for the absence. If the school is not notified, the absence will be followed up promptly by the school.

### Authorised and Unauthorised Absences

Absences will now only be authorised if your child is suffering from an **illness**, attending **medical appointments** or family emergencies such as bereavements. Please note that examination days and secondary school taster days are classed as authorised external educational visits.

All other absences such as holidays during term time, unexplained absence or events not accepted by the school now must be classed as unauthorised. This legislation is set out by the government and not the school. The school is also inspected on this during their regulations and compliance inspections.

### Late Arrival

If your child arrives at school after the gates have closed, you must now ensure you come into the school office in order to sign your child into school before they go to their classroom. The school is also inspected on this during their regulations and compliance inspections.

We have attached the school's revised attendance policy that contains all the relevant government led compliance. We look forward to your continued support with your child's attendance whilst they are at Forest.

Yours sincerely,



Graeme Booth  
Headmaster