

14 November 2025

Dear Parent/Carer

**RE: School Attendance**

I am writing to remind everyone how important good attendance is for both learning and wellbeing.

When students miss school, even for short periods, it becomes harder for them to keep up with lessons and feel confident in their work. Being in school every day also supports good mental health. Daily routines, seeing friends and having support from staff all help children feel settled, positive and connected.

From now on, if a student reaches 10 unauthorised absences, we are required to issue penalty notices. We want to avoid this wherever possible, so please contact us early if you are experiencing any difficulties with attendance. We are here to help.

We also encourage you to send your child in even if they are feeling a bit poorly. Most mild symptoms do not stop students from taking part in lessons and our team will always check on them during the day if needed.

Thank you for your continued support in helping us ensure every child attends regularly, feels well and makes strong progress.

Yours sincerely



**Mr Alex Holmes**  
**Headteacher**



**Artsmark  
Gold Award**  
Awarded by Arts  
Council England



**GOLD  
SCHOOL  
2020**

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***A member of Swale Academies Trust***

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