



23rd February 2018

Dear Parents/Carers

Government's guidelines state students with attendance below 100% could be considered an attendance concern however as a school with 'good rates of attendance' Godalming Junior School aims for students to achieve this target.

We believe regular attendance at school is essential to ensure good or better progress and to enable children to fulfil their potential. We will continue to monitor the attendance of children particularly those that fall below or are close to 100%. Further information regarding attendance can be found in our Attendance Policy available on our website under 'About the School' and 'Policies'.

When a pupil is late for school they should enter the building via the front office so that they can be recorded as being present. Registers are taken promptly between 8.45am - 9.00am. After 9.00am they will be recorded as 'L' late and after 9.15am, when the registers have closed, they will be recorded as 'U'. Persistent lateness will be monitored and letters sent to parents to inform them. If lateness remains a problem and this lateness is after close of register a referral may be made to the Educational Welfare Service.

If you have any concerns regarding your son/daughter's attendance please call the School Office to arrange a meeting with Karen Sutton our Home School Link Worker. We are confident that parents will work with us to ensure that all students have the best attendance possible.

Thank you in advance for your support.

Yours sincerely

Adam Samson
Headteacher