



**Headteacher**  
Mr Adam Samson BA (QTS) NPQH

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12th June 2017

Dear Parents/Carers

Government's guidelines state students with attendance below 90% will be considered an attendance concern however as a school with 'good rates of attendance' Godalming Junior School aims for students to achieve 95% and above. 5% absence annually equates to 19 sessions or 9.5 days of absence across the whole school year (Autumn, Spring and Summer Terms).

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 95%. 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 at 8.45am. After 9.15am, when the registers have closed, they will be recorded as late and arrived after the register has closed (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