



Woodside High School

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14th December 2022

Dear parent/carer

I am writing to raise my concern about your child's attendance. Attendance is absolutely key to success in final examinations, it is the single contributing factor in relation to final performance. Furthermore, your child will be handing in college applications soon and one of the things they will be asked to provide is their attendance figures.

Your child's attendance record show that your child is regularly missing sessions at different times, and I wanted to raise this with you in order that you can encourage and remind them the importance of being in every day on time. If a child arrives after the school register closes at 9:15 this counts as an absence mark for the morning. This is in line with government expectations. Therefore, you can see the connection between being on time and attendance marks.

Please could you discuss this with your child. They will be meeting with myself, Ms Hinds and Mr Davies over the next few weeks and will be monitored in line with general attendance as well as attending an attendance session. Please support by checking this in the evening. Should you require any support with your young person, particularly if they are struggling with mental or physical well-being please do not hesitate to contact me at angela.wallace@woodsidehighschool.co.uk to discuss ways we can support.

Thank you in advance for supporting with our efforts to ensure exceptional attendance.

Kind regards,

Angela Wallace
Headteacher

Head Teacher: Ms Angela Wallace

