



**TOLLERTON SCHOOL**

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0115 937 2944



7 November 2024

Dear Parents and Carers,

I am sharing with you our new Pupil Attendance Policy which comes into immediate effect. This policy applies to all schools within Equals Trust.

At the outset, I should say that at Tollerton, our pupil attendance levels are generally very good. It is right that we set an ambitious target, and I am pleased to confirm that the end of autumn 1, our overall attendance was 97.1% against a target of 97%. There are pockets of concern around attendance and punctuality for some families and we will continue to address these cases, involving other agencies as appropriate, to ensure we see improvements.

There is a raft of evidence that endorses the significant benefits regular attendance brings. Not just to pupil wellbeing but to outcomes as they progress through to secondary school and beyond and of course eventually into the workplace. As you will read in the policy, we all have a duty to ensure our children reap every single benefit education offers.

The policy covers all aspects around attendance, including those unavoidable occasions when absence is necessary e.g. due to illness, how we record issues around punctuality and the process for requesting leave due to exceptional circumstances. Appendix 2 provides a helpful summary of the key points.

Yours sincerely,

Katie Smith  
Headteacher