



# West Leigh Junior School

Part of the Portico Academy Trust  
**Executive Headteacher - Mrs C. Woolf**  
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**PORTICO**  
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

03 October 2023

Dear Parents / Carers

## Attendance at School

Over the last couple of years our overall attendance figures have dropped.

We all know how difficult it can be to return to something after a break and if children need to be absent from school they obviously miss lessons, but also social interactions with friends. Following the longer term effects of the lockdowns, it is very important that the children have full opportunities for socialisation.

Unfortunately children sometimes become unwell and some illnesses warrant time at home to recuperate. Work will not be available on these occasions. If your child is not well enough to come to school, they are not well enough to concentrate on school work.

Please can you make appointments outside of school hours for GP, dentist or optician etc as much as possible. Hospital or consultant appointments are very difficult to move so these will be authorised.

Please can you and your child be punctual at the beginning and the end of the day. If your child is regularly late they can miss vital learning, disturb the class and it can be embarrassing for your child. If you are going to be late to collect your child arrangements can be made, so please call the school office, before 3.00pm where possible.

Please see leaflet attached which explains about absences and fines. You will be fined in the future if you book a holiday at the beginning of the school year in September. Children who miss the first few days of the new school year find it difficult to settle. Please make sure you avoid assessment weeks and Year 6 SATs week, as we will levy fines for these periods.

	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
<b>Autumn</b>	Weeks Commencing: 13 <sup>th</sup> November 20 <sup>th</sup> November	Weeks Commencing: 13 <sup>th</sup> November 20 <sup>th</sup> November	Weeks Commencing: 13 <sup>th</sup> November 20 <sup>th</sup> November	Weeks Commencing: 13 <sup>th</sup> November 20 <sup>th</sup> November
<b>Spring</b>	Weeks Commencing: 11 <sup>th</sup> March 18 <sup>th</sup> March	Weeks Commencing: 11 <sup>th</sup> March 18 <sup>th</sup> March	Weeks Commencing: 11 <sup>th</sup> March 18 <sup>th</sup> March	Week Commencing: 11 <sup>th</sup> March
<b>Summer</b>	Weeks Commencing: 10 <sup>th</sup> June 17 <sup>th</sup> June	<b>Multiplication Checks:</b> Weeks Commencing: 3 <sup>rd</sup> June 10 <sup>th</sup> June  Test Weeks Weeks Commencing: 10 <sup>th</sup> June 17 <sup>th</sup> June	Weeks Commencing: 10 <sup>th</sup> June 17 <sup>th</sup> June	<b>SATs Week</b> Week Commencing 13 <sup>th</sup> May

**Please note that the Multiplication Checks in Year 4 and SATs in Year 6 are statutory assessments.**

If you do have a holiday during the school holidays, which we all like to do, please can you make sure to book your return in plenty of time for school start dates. A number of families across the academy were delayed this summer and the children missed the first few days of term.

We hope that adhering to the above will ensure that your child is in school as much as possible, learning and making progress, enjoying time with friends and having fun.

If you are worried about any of the above, please come and see me or Mrs Woolf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Atkin', written in a cursive style.

Mrs A Atkin  
Pupil and Parent Support Worker