

October 2025

Dear Parents / Carers

ATTENDANCE REMINDER

We are writing to you because we are aware that your child was absent on the first day of the Autumn term.

At Vaughan we pride ourselves on outstanding attendance across the school and we take our pupil's attendance very seriously. Regular attendance is so important because any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and also that of other pupils. This is because teachers need to help those children who have been absent catch up with work they have missed, which reduces the time available to give to the remaining children in the class.

There is also clear evidence of a link between poor attendance at school and low levels of achievement. Your child may also be at risk of harm if they do not attend school regularly. Failing to attend this school on a regular basis will be considered as a safeguarding matter.

We are reminding parents that if they take their child out of school either side of a school holiday, we will ask for proof of absence.

It's parents' responsibility to provide proof of absence as soon as possible once requested by the school. Failure to provide this may result in the absence being marked unauthorised.

Acceptable methods of proof are:

- Screenshot of a medical appointment text message
- Letter showing an appointment date and time
- Printout from the GP receptionist detailing that an appointment took place and the reason.

Kind regards

MRS HINSON
Assistant Headteacher with Responsibility for Inclusion