



# St Mary's

C.E. Middle School, Puddletown

**Inspire Today to Shape Tomorrow**

Coombe Road, Puddletown, Dorset DT2 8SA

Tel: 01305 848293

Email: [office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)

## LEADERSHIP TEAM

Mr L MITCHEM - B.Sc, PGCE, NPQLT - Deputy Headteacher (Curriculum)

Miss N SIBLEY B.Sc (Hons) – Assistant Headteacher (SEND/CO)

Miss L OSBORNE B.Ed (Hons) – Assistant Headteacher (Pastoral)

Mrs R ROSS (Pastoral Lead)

Mr B TRIM – Support Services Manager

**HEAD OF SCHOOL** Dr T Ennion BSc (Hons), PhD, NPQH

September 2024

Dear Parents/Carers,

## Attendance Expectations

Good attendance and punctuality remain a top priority for Wessex Multi-Academy Trust and St Mary's CE Middle school. We share parents and carers' views in wanting the best for your child and we look forward to working in partnership with you through the year ahead.

We work hard to ensure that your child is supported in school to feel safe, to be the best they can be, and to develop a sense of belonging both with their peers and as part of their wider school community. Regular attendance really does matter.

We recognise that on occasion children might experience illness or have exceptional reasons preventing regular attendance. We will work within such circumstances to ensure that any identified barriers are discussed so that we can best support your child's wellbeing and education.

As a parent it is your responsibility that your child attends school each day. We are here to help if you are experiencing any difficulties affecting your child – please do get in touch as soon as you are able ([office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)).

As parents/carers you can best support your children to secure regular attendance and punctuality by:

- Making sure your child attends school every day, unless there is an exceptional reason preventing this.
- Arriving at school on time every day by 8:40
- Arranging dental and medical appointments outside of school hours where possible
- Informing the school if your child is too unwell to attend
- Please contact school to report an absence, by 8:30 am, using one of the following option:
  1. Reach More Parents
  2. Absent phone line 01305 848293 (option 2)
  3. [office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)
- To assist parents in deciding whether their child is too ill to attend school, the NHS have produced a weblink you may find useful: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- Taking holidays during school holiday periods only
- Attending parents evenings and school events
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help

Our attendance policy is available to read on our school website (<https://www.stmaryscemiddleschool.co.uk/>). This explains how we monitor attendance and follow up absence. If you have any questions or concerns at all please contact us via the school office.

Yours sincerely,



Headteacher

Dr Ennion



Assistant Head of School

Miss Osborne

