



5th May 2022

Dear Parents / Carers,

I do hope this finds you well and you had a relaxing Easter break.

I am delighted to introduce myself as the new Attendance Officer at PHSG and thank you for your continued support for your child to be in school every day they possibly can be.

PHSG also have high expectations to ensure our students achieve maximum possible attendance and any barriers to learning that prevent full attendance are immediately identified and acted upon.

I wish to remind you of the schools' policies and procedures around attendance and punctuality. In addition to our Attendance policy on the school website, please find below the link to the local authority website for school attendance which you may find useful:

<https://www.plymouth.gov.uk/schoolseducationchildcareskillsandemployability/attendancebehaviourandwelfare/schoolattendanceandabsence>

Please be mindful not to take your child out of school for a family holiday or other term time leave. It is unlikely that any leave will be authorised by the Head Teacher after so much enforced absence from school. May I also remind you that Absence request forms are required in advance. The more your child is in school, the more they will improve their learning and enjoy the other benefits of their educational experience.

I have attached Attendance and Punctuality guidelines your perusal. PHSG is ready to listen so please contact me on 01752 208308 if you have any further queries and I will be happy to support and help in any way I can. I look forward to working with all PHSG families in supporting our students to strengthen their good habits around punctuality and attendance.

Yours sincerely

Barbara Osborne

Miss Osborne
Attendance Improvement Co-ordinator