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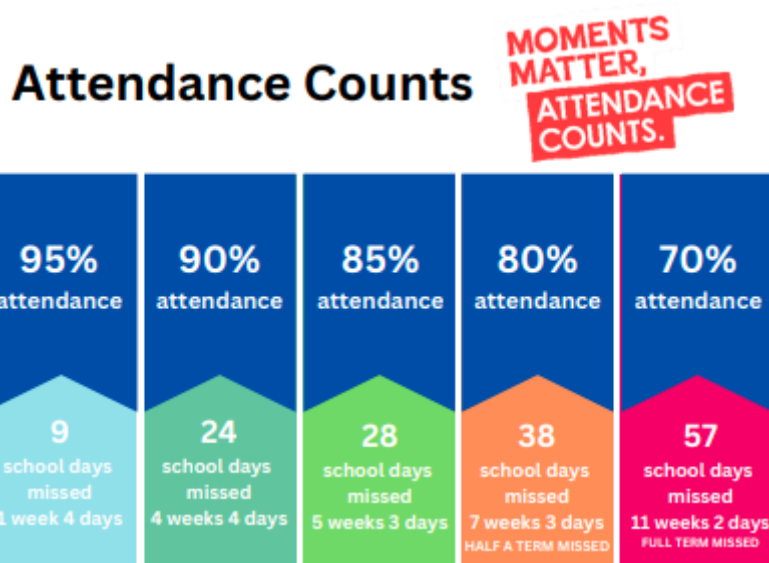
Dear Parents and Carers,

I hope this message finds you well! I'm writing to guide you through the process of accessing your child's attendance certificate within the parent portal.

To log in, please visit our school's parent portal website Arbor and enter your credentials. Once logged in, you can find the attendance certificate by navigating to the "Attendance" section, which should be located in the main menu. From there, simply click on "Attendance Certificate" to view and download your child's information: this tells you their current level of attendance

If you encounter any issues while accessing the portal, please don't hesitate to reach out to Katie Jones at the school office. She will be more than happy to assist you!

The government attendance policy states that attendance below 90% is classed as persistent absence. Below 50% is classed as severe absence.



We fully appreciate that some absences are unavoidable. We know that a number of our pupils have experienced illnesses or have ongoing medical needs that mean they have had to miss time in school. We also understand that some families have taken holidays during term time, which can also affect overall attendance figures.

Our approach to attendance is always understanding and supportive. Our priority is to work in partnership with families to help every child achieve the best possible attendance. If you have

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 **Learning Trust Alliance Teacher Training Teaching School Hub**

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any concerns, or if you would like advice or support around attendance, please don't hesitate to contact our Attendance Team: attendance@wes.rklt.co.uk they are always happy to help.

We would also like to say a huge thank you to all our families for their continued efforts in ensuring children attend school regularly and on time.

Thank you once again for your continued support and for working with us to make sure your child enjoys and benefits fully from their time in school.

Kind regards,

Claire Magill

Claire Magill

Deputy Headteacher