



DUCKMANTON PRIMARY SCHOOL

Duckmanton Primary School

West Crescent, Duckmanton,
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Headteacher: Emma Levers

Dear Parent/Carer

Date: 21.09.2026

RE: Attendance for children under statutory school age

As we enter the 3rd week of the new school year, it has been lovely to see how well all of the children have settled into their class and the routines of school.

I am writing to clarify the school vision for attendance for our youngest children.

Although your child is below statutory school age, we have high expectations regarding attendance at school:

- Your child is expected to attend every session he/she is registered for, unless your child is unwell or due to other circumstances agreed with the school in advance
- Please contact us through Arbor to let us know if your child is unable to attend school, providing the reasons for the absence
- If you need to collect your child early, please come to the school office, as he/she must be signed out of school

Good school Attendance is essential:

- To help your child reach their full academic potential – the earlier these routines are established, the better!
- To support your child to make friends
- To help your child to feel happy and safe in school
- To support your child to get to know the EYFS staff and feel happy and secure in their company

This website can provide some guidance regarding illness. [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

If you ever feel that you need support to meet these requirements, please contact the school office and make an appointment with one of the attendance team.

We look forward to continuing to support your child to achieve their potential.

Kind regards

Mrs Levers
E Levers

Mrs Orme
C Orme

Headteacher

NEST/Nursery Lead