



Hatch Warren Infant School

Gershwin Road
Basingstoke
Hampshire
RG22 4PQ

Mrs Sue Boorman B'Ed (Hons)
Headteacher

Mrs Jo Padfield BA (Hons)
Deputy Headteacher

☎ 01256 350313

Email: parent.mail@hws.hants.sch.uk

Website: www.hws.hants.sch.uk

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School attendance

Dear Parents and Carers,

As we begin a new school year, we would like to emphasise the importance of your child attending school every day from the very first day of term, particularly during the first two weeks of school.

The Department for Education's *Working Together to Improve School Attendance* guidance highlights that regular attendance is essential for children's learning, wellbeing, and development. Good attendance helps children establish positive habits and routines that support their future success in school. Schools and families working together is key to ensuring children attend regularly and feel happy, confident, and ready to learn.

For our youngest children, the first two weeks are especially important because they are:

- Settling into their new classroom and school environment.
- Learning daily routines and expectations.
- Building friendships and relationships with staff.
- Developing confidence and independence.
- Establishing positive attendance habits that can last throughout their school life.

Even missing a few days at the start of term can make it more difficult for children to settle, learn routines, and feel fully connected to their class community.

At our school, we are committed to working in partnership with families to ensure every child attends regularly and on time. We understand that there can sometimes be barriers to attendance, and we encourage parents and carers to speak with us as early as possible if support is needed. The *Working Together to Improve School Attendance* guidance promotes a supportive, collaborative approach



where schools and families work together to overcome difficulties and secure the best outcomes for children.

We kindly ask all families to:

- Ensure children attend school every day unless they are genuinely unwell.
- Arrive on time each morning so children can start the day positively.
- Avoid booking appointments or holidays during term time where possible.
- Contact the school promptly if your child is unable to attend.

By working together, we can help every child make a strong start to the year, develop positive learning habits, and achieve their very best.

Thank you for your continued support and partnership.

Yours sincerely,



Sue Boorman
Headteacher



Jo Padfield
Deputy Headteacher

