



**Headteacher:** Mr Stephen Snelson

**Deputy Headteacher:** Mrs Rachel Watts

**Assistant Headteacher:** Mrs Kate Chapman

Copt Oak Road, Narborough,  
Leicestershire, LE19 3EF

10<sup>th</sup> September 2021

Dear Parents and Carers,

At Red Hill Field Primary School, we place a high priority on achieving excellent standards. In order for pupils to achieve their potential, they need to attend school consistently and be punctual; these are also good habits that will support them throughout their lives. **The law requires parents and carers to make sure that their children receive a full-time education suitable to their needs.**

Moving forward this year, we will be closely monitoring pupils' levels of attendance and punctuality. The table below clearly illustrates the importance of learning time and the impact of missing **any** school learning time can have.

Minutes late per day during the school year	Equivalent days teaching time lost in a year
5	3.4
10	6.9
15	10.3
20	13.8
30	20.7

Our school Attendance Policy is on the [school website](#) which clearly outlines all procedures we will undertake from persistent lateness to requests for authorised absence. As the attendance manager if you have any concerns, please don't hesitate to contact me through the school office.

Yours faithfully

Kate Chapman  
Assistant Headteacher

