



WEST SUSSEX COUNTY COUNCIL  
**SUMMERLEA C.P. SCHOOL**



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*'Growing thoughtful learners and independent thinkers'*



4<sup>th</sup> October 2022

Dear Parents and Carers

**Parent Focus Group – Punctuality & Attendance**

We are writing to invite you to join us at our next parent focus group meeting to be held at **9am on Thursday 20<sup>th</sup> October 2022.**

As you will be aware from previous communication, attendance and in particular reducing persistent absenteeism is a key priority for our school; this is why we have prioritised this theme so early in the academic year.

Our aim is to work with parents and carers to help overcome any barriers you have in getting your child / children to school on time every day. We know that parents / carers want the best for their children. We also know that persistent absenteeism is often complex and that the younger the child, the more influence a parent can have on improving the situation.

Becca Byatt, our Dedicated Teams family support worker, will be joining us for the meeting and it will be a great opportunity for families to meet her and hear about how she can support. Mrs Viney from the Inclusion Team will be able to share her knowledge of supporting children with emotionally based school avoidance.

We will look at the following:

- The importance of good attendance
- The importance of good punctuality
- Strategies for supporting families to improve both punctuality and attendance



We would encourage as many of you as possible to join, especially if you know that your child's attendance is currently below 90%. Even if you cannot join us in person, you can still submit a question.

If you would like to take part in our parent focus group meeting (we are hoping to have representatives from each year group), please complete the form below and return to the school office

If you would like to submit a question but not participate in the meeting, just complete and return **part two** of the slip below with your question.

We look forward to meeting with you soon.

Yours sincerely



Mrs Karla Strong  
Deputy Headteacher

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### **PART 1**

I would like to participate in the parent focus group discussion meeting on the theme of punctuality and attendance.

(delete as appropriate) YES / NO

My name is (as you would like to be known in the meeting):

My child (ren)'s names and Year group:

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### **PART 2**

Please submit any questions below to your child's class teacher.

**F.A.O: Mrs. Strong via the school office.**

**My question (s) about punctuality and attendance is / are:**