



September 2025

## RE: Reception Attendance – Welcome letter

Dear Parent/Carer,

I am writing to introduce myself, My name is Tracey Robson and I am the Attendance Officer here at Aycliffe Drive Primary School.

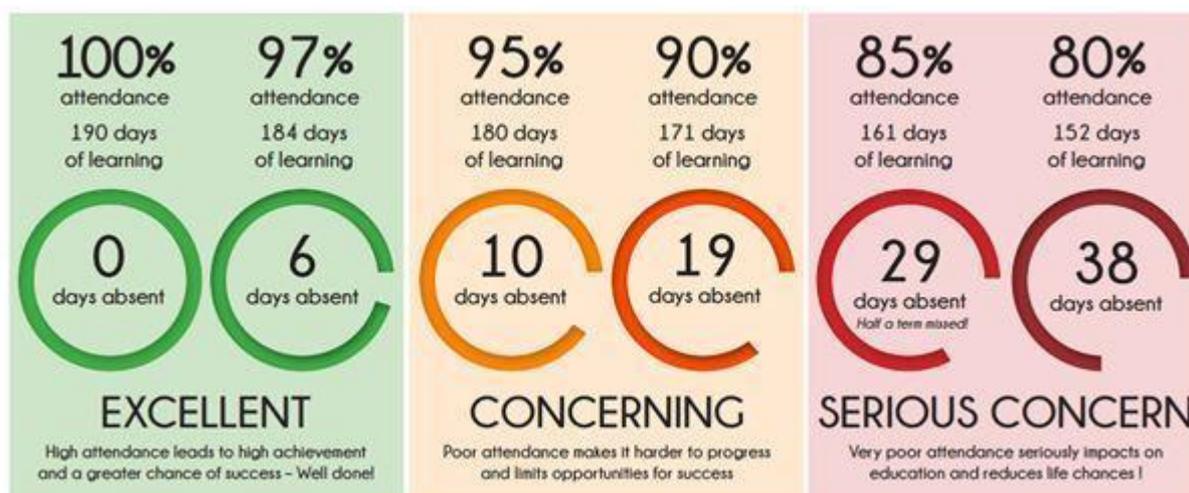
As part of school's continued efforts to ensure that each child achieves their full potential and enjoys their time with us, my role is to support and work with families to ensure that children attend school regularly.

Although up until the age of 5 a child doesn't legally need to be in school, we want to encourage excellent attendance from the moment they begin their school journey with us and we expect all parents whose child attends Aycliffe Drive Primary School to follow our attendance policy, no matter what age your child is.

Even at a young age, missing school can have a detrimental effect on a child's learning, and we want every child to reach their full potential. As a school we expect children to attend school every day, on time for when the class door opens.

What you can do to help your child make good progress in school:

- Make sure your child is always on time for school
- Medical appointments where possible, should be outside of school hours. If the appointment is within school hours, please provide evidence to our office team.
- Please do not allow your child odd days off for birthdays, shopping, and visiting relatives - this may sound unheard of to some parents, but the evidence shows that it happens in some schools!
- Please do not take holidays in term-time. Children get 13 weeks official holiday.
- If absence is unavoidable - for example if your child is ill - please contact the school office us by phone or email, 01442 973174 or [admin@aycliffedrive.herts.sch.uk](mailto:admin@aycliffedrive.herts.sch.uk) promptly, on the morning of absence.





# Aycliffe Drive Primary School

Head Teacher: Mrs. K. Atkinson  
Chair of Governors: Mrs. R. Russell

Grovehill, Hemel Hempstead, Herts, HP2 6LJ  
[www.aycliffedrive.herts.sch.uk](http://www.aycliffedrive.herts.sch.uk)

Tel: 01442 973174

[admin@aycliffedrive.herts.sch.uk](mailto:admin@aycliffedrive.herts.sch.uk)

If there are any circumstances that you are experiencing that you feel may affect your child's attendance, then please do not hesitate to contact me. I hope that we can work together, and I appreciate your cooperation in this matter.

Warm regards  
**Tracey Robson**



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