



Moss Lane School  
Moss Lane  
Godalming  
Surrey  
GU7 1EF

(01483) 417214

[info@moss-lane.surrey.sch.uk](mailto:info@moss-lane.surrey.sch.uk)

[www.moss-lane.surrey.sch.uk](http://www.moss-lane.surrey.sch.uk)

**Headteacher**

**Mrs Victoria Abbott, BEd Hons, NPQH**

27<sup>th</sup> September 2018

Dear Parents / Carers,

**Re: School attendance**

Surrey County Council states,

"It is important your child attends school to get a good education. By law, as a parent or carer, you must make sure that if your child is aged five to 16 (compulsory school age), he or she receives a suitable full time education. This means that your child should not have sessions of unauthorised absence. During **term times**, your child should attend school regularly unless he or she is ill or the school has authorised their absence. If your child is too ill to go to school, you must **let the school know.**"

In order to help students maintain a good attendance record which gives them the greatest benefit of achieving well in school Moss Lane School has made a few changes to the attendance policy.

Parents will be notified earlier and help offered sooner if a student's attendance should fall. At the end of each half term letters will be sent out to parents / carers of children who have lower than expected attendance.

Below 96% attendance per half term –

A letter and a copy of your child's attendance record will be sent to parents / carers.

Parents / carers can arrange to meet class teachers to discuss contents of this letter.

Below 94% attendance per half term –

A second letter and a copy of your child's attendance record will be sent to parent / carers.

Parents / carers will be offered an appointment with the head teacher and home school link worker to discuss the student's attendance record and ways of improving it.

Below 90% attendance per term –

Parents / carers will receive a letter advising that a referral to Educational Welfare Service (EWS) will be completed. This referral will take place after the previous two letters have been sent out and help has been offered by the school. The EWS assists schools in helping parents / carers raise their children's attendance. Moss Lane School's Educational Welfare Officer is Anita Merritt.

Please do not hesitate to contact me and I will try to help with any attendance queries.

Yours sincerely,

Karen Sutton  
Home School Link Worker for Moss Lane School.  
School number 01483 417214  
Email [ksutton@godalming-junior.surrey.sch.uk](mailto:ksutton@godalming-junior.surrey.sch.uk)