



12 September 2025

Dear Parent/Carer,

School Attendance – Legal Guidance from Norfolk County Council

We hope you and your family had a restful summer and that your child is settling well into the new school year. If your child has recently joined us, we warmly welcome them to our school community and look forward to working with you to support their journey with us.

We remain committed to helping every child grow into a confident, healthy, resilient, and high-achieving individual, ready to follow their aspirations and make a positive contribution to society. A key part of this commitment is ensuring that children attend school every day, as each day of learning truly matters. Research from the Department for Education shows that even small amounts of absence can impact a child's progress and future opportunities.

This year, we have been asked by Norfolk County Council to share with you updated legal guidance around school attendance, following national changes to attendance regulations. These new rules mean that schools are required to share daily attendance data with both the local authority and the Department for Education. The attached information outlines the legal responsibilities of parents/carers and the processes now in place to support and, where necessary, enforce regular school attendance.

Yours sincerely

Mrs H Watts
Executive Principal

Mr M Earl
Principal

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FOR CHILDREN, FAMILIES AND COMMUNITIES