

## Green Park School Attendance Policy

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Role:	Assistant Headteacher
Committee approving Policy	Standards Committee
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Signed by Chair of Committee	
	Mrs L Guest - Chair of Committee

### **Our Mission**

Green Park aims to provide access to high quality education and learning experiences, both in school and in the community and seeks to maximise each pupil's achievement as part of his or her lifelong learning. It is the school's aim to be a centre of Educational Excellence in the heart of the community.

The children at our school are aged between 3 and 19 and all pupils have severe or profound learning difficulties and with this many of the pupils have complex health needs. It is essential for our pupils to attend school every day in order to provide continuity, reinforcement and stimulation to assist their learning and so enable them to achieve their full potential.

### **Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils.
- Promoting good attendance and the benefits of good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to make sure pupils have the support in place to attend school.
- To encourage regular attendance so that pupils can benefit from our specialised teaching, therapy, and medical support.
- To establish a pattern of punctuality and routine early in life to provide the foundation of good practice throughout their school careers and into adulthood.

- To enable children to enjoy school and to want to come back the next day, and the next.

If a child is to attend school regularly then the school must be regarded as a happy and secure place and be welcoming to both children and their families. Every child must be made to feel a special and worthwhile member of our school community. Praise for even the smallest achievement should be given, thus increasing self-confidence.

A good relationship with parents is extremely important and they too should be made to feel welcome when visiting the school. The Headteacher or class teacher should try to be available to parents as soon as possible if an emergency or problem occurs. Parents are treated as partners in the learning process and are expected to supervise and check the home school diary nightly and respond to letters, attend school meetings, support home learning activities (including the use of the EFL app) and ensure that they communicate regularly with school. Frequent short term or long-term absence could considerably hinder a pupil's progress.

### Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on Working together to improve school attendance (applies from 19 August 2024) and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

### Roles and responsibilities

#### The Governing board

The Governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register and shares the required information with the DfE and Local Authority.

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance.
  - That absence is almost always a symptom of wider issues.
  - The school's legal requirements for keeping registers.
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate.
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the headteacher to account for the implementation of this policy.

The link governor for attendance is Mrs Linda Guest.

### **The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary, and/or authorising to be able to do so.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.

- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
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### **The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.
- Evaluating and monitoring expectations and processes.
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed.
- Building close and productive relationships with parents to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Mrs Heather Martin, Assistant Headteacher and can be contacted via [greenparkschool@wolverhampton.gov.uk](mailto:greenparkschool@wolverhampton.gov.uk) or 01902 556429.

### **The Attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the headteacher when to issue fixed-penalty notices.

The attendance officer is Ms Clare McEwen, Education Welfare Officer Wolverhampton and can be contacted via 01902 550621.

### **Class teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and

submitting this information to the school office by 9:30am in the morning and 1:30pm for afternoon registration.

### **Admin staff**

School Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to class teachers or senior leaders where appropriate, in order to provide them with more detailed support on attendance

### **Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child

### **Pupils**

Pupils are expected to:

- Attend school every day, on time

## **Registration Procedures**

Pupils arrive at school at 9am - 9.20am. If a late arrival is due to attending an appointment early in the morning, then the absence is recorded as medical.

On arrival at school, pupils and passenger assistants or parents are met by a staff member of the child's cluster team. If a child is not at school and a phone message has already been received on the school answerphone, then the member of staff will pass on any verbal message to the class staff about the pupil's absences and the reasons for this.

If no message has been received, initial calls are made by a member of the class team, (we cannot accept messages from the passenger assistants or drivers to ensure safety of all our pupils). If there is no reply or an unsatisfactory reason is given for the

absence, then the class team must refer the matter to the Pupil Welfare officer before 9.45am.

It is possible that a child has gone missing so the sooner we pursue an absence we can ensure that they are ill and not missing from school or home school transport.

Parents bringing their child into school late are asked to report to main reception and give the reason for this late arrival/ absence. A child who is absent at registration should be marked as absent but if s/he arrives before 9.30am the present mark is also marked. If a child arrives after 9:30am, this is then simply a 'Late'.

### **First Day Absence**

Parents/Carers will be expected to contact the school office and leave a message stating the name of the pupil and reason for absence. If a call has not been received by 09.30am when registers close the Class team will contact the parent/carer to establish the reason for absence. This information will then be relayed to the person responsible for each class register, to record as required. If there is no reply, then please refer the matter to the Pupil Welfare officer who will try again and send a text message asking parents to call school as soon as possible. In her absence, please refer this to the school clerk. If necessary, a letter will be sent home for the parent to complete with a reason for the absence. This process will continue until the child returns to school and /or a reason for absence is received.

### **Absence notes**

Notes or messages in the home school diary received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period in their main blue pupil folder. All calls home should be recorded on CPOMS

### **Registers**

Registers are kept electronically on SIMS, with teachers completing a Register sheet each session for that week. Teachers will mark the register with appropriate national attendance and absence codes from the School Attendance Regulations 2024 (Appendix 1)

The registers are printed off after each session and kept in the Main Office after registration is complete and act as a fire drill register. If the Pupil Welfare officer is out of school or absent, then the school clerk will complete this task and also pursue parents of pupils who are absent without a reason.

On a weekly basis the attendance marks are checked to ensure all absences have a reason entered. Any letters regarding absence are kept with the Pupil's main file,



Reports can be produced from SIMS either for individual pupils or groups as required to monitor absence rates.

Upon returning to school after a period of absence it is important that all adults involved with that child are positive and welcoming. Some may need sympathetic handling on their return.

### Exceptional Leave Request

Families **do not** have a right to take their children out of school for family holidays or trips abroad during term time. Government guidance instructs Head teachers **NOT** to authorise leave of absence in term time except in the most exceptional circumstances.

Requests for leave of absence during term time should be made to the Headteacher in writing. Each request will be judged on a case-by-case basis. In making a decision a child's attendance pattern will be considered. Our aim is for 91% attendance for all pupils.

### Authorised and unauthorised absence

#### Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- > Taking part in a regulated performance, or regulated employment abroad
- > Attending an interview
- > Study leave
- > A temporary, time-limited part-time timetable
- > Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off event which are unavoidable, examples may include the death of a close relative, attendance at a funeral, short break care, a housing crisis which prevents attendance.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any exceptional leave request form, accessible from our main reception. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness and medical/dental appointment.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority.
- Attending work experience.
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

### **Sanctions**

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### **Penalty notices**

The headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks).



- Whether a penalty notice is the best available tool to improve attendance for that pupil.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

- If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
- If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
- A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

### **Non-Return from Exceptional leave period**

It may occur that a child does not return within the stated period of leave of absence. Initially normal school absence procedure is followed:

- If the child has not returned within five days, after the stated period of leave of absence the following procedure is as follows:
  - Case referred to the EFEO by the Attendance Officer.
  - Letter is sent by post to parent by Attendance Officer on behalf of the Headteacher.

New CME guidance has been issued by the Department of Education (DfE) in August 2024 for Children Missing in Education. The main changes are:

- All schools must inform their Local Authority of any pupil who is going to be removed from the school roll for any of the 15 reasons given under Section 8 of the Education (Pupil Registration) (England) Regulations 2006. (Except for standard transition points)

- Green Park School will make reasonable enquiries to establish the whereabouts of the child jointly with the LA before deleting the pupils' name from our school register. We will use the Child Missing Education Enquiry Form to support this and send a copy it to the Local Authority.
- Green Park School will complete the local authority off registration form. The local authority will be notified in advance of the deletion.

## Attendance monitoring

### Monitoring attendance

The school will monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

School has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

### Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence.
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

### Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

## **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school.
  - Listen, and understand barriers to attendance.
  - Explain the help that is available.
  - Explain the potential consequences of, and sanctions for, persistent and severe absence.
  - Review any existing actions or interventions.
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Implement sanctions, where necessary.

## **Appendices**

1. Attendance codes
2. Model letter will be sent home for the parent to complete with a reason for the absence.
3. Letter informing parents/carers of outcome of exceptional leave request
4. Model letter if Leave of Absence not approved.

## Appendix 1

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would



		be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2



Your child was absent from school on \_\_\_\_\_. Can you please contact school to let us know why or return this slip, so we can mark the register, accordingly, Thank You.

**Reason for absence:**

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### Appendix 3. Letter informing parents/carers of outcome of exceptional leave request

Date:

Dear Parent/Carer

**Re: Leave of Absence in term time request for \_\_\_\_\_**

I have carefully considered your request for leave of absence for \_\_\_\_\_ in term time, between \_\_\_\_\_ and \_\_\_\_\_ which is a total of \_\_\_ days.

From 2013 the department for Education has amended the **EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2006** removing the Headteacher's ability to authorise leave of absence for a family holiday.

Requests for holidays in term time will not be authorised as the regulations only allow me to authorise (leave) in **EXCEPTIONAL CIRCUMSTANCES**. After considering your request, I am writing to inform you that I am able to authorise this absence and that the school register will be marked with an authorised absence.

I have taken into consideration that \_\_\_\_\_ attendance is acceptable and that this is the first leave of absence request you have made and accordingly have refrained from requesting the Local Authority issue you with a penalty notice. If however further leave of absence is taken then I will have no alternative but to pass the matter to the Local Authority who may issue a Penalty Notice in accordance with government guidelines.

Further information on the issuing of penalty notices and on Leave of Absence can be obtained from <https://www.gov.uk/school-attendance/overview>.

Yours sincerely

**Lorraine Dawney**  
Headteacher

#### **Appendix 4: Model letter if Leave of Absence not approved.**

Parents name and address

Date:

Dear

**Re: Leave of absence in term time for:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Attendance:** \_\_\_\_\_

I regret I am unable to authorise \_\_\_\_\_ absence from \_\_\_\_\_ to \_\_\_\_\_ which is \_\_\_\_\_ school days.

My reasons are as follows:

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The school's attendance policy makes it clear that absences of this nature will not be authorised, and I have a duty to inform the Local Authority who may issue a penalty notice.

The Penalty Notice is £80 per parent, per child if paid within 21 days and £160 per parents, per child if paid after this date but within 28 days.

Parents/Carers have a duty to ensure their child/children's attendance at school and failure to do so is an offence under section 444(1) of the Education Act 1996.

Yours sincerely

Lorraine Dawney

Head Teacher