Millennium Primary School

50 John Harrison Way, Greenwich, London, SE10 0BG
020 8858 0394
info@millennium-maritime.org
https://millenniumprimary.org.uk

Tuesday 16th September 2025

Dear Parent(s)/Carer(s)

Millennium Primary School Attendance

Millennium Primary School is keen to ensure that all pupils have every opportunity to develop academically, emotionally, and socially. For teachers to help pupils to reach their full potential we are asking that you support them by ensuring your child attends school every day.

The DfE recommended minimum attendance rate for primary school children is 95% for the whole year. We would like you to ensure that your child's attendance stays above 97% to encourage good habits of school attendance. It is very important to instil in your child a positive attitude about good attendance as poor attendance will have a detrimental impact on their attainment.

Please ensure

- All medical/dental appointments are outside of school times.
- Do not take your child out of school for holidays in term time, birthdays, or other family celebrations.
- Arrive on time for school every day. Lateness is disruptive to your child as well as the rest of the class.
- Only keep your child at home for genuine illness.
- Speak to your child's teacher if there are any issues that might affect attendance.

If your child is absent from school, you must contact the school on the **first** day your child is unwell, giving a reason for the absence. If your child continues to be unwell, you **must** provide an update on their progress every day to the school. Unauthorised absences from school may lead to a Penalty Notice fine being issued to each parent for each child taken out of school, as stipulated in the Education (Penalty Notices) (England) Regulations 2007, amended 2013.

If you have any concerns that may affect your child's attendance, please contact me at hredmond@millennium-maritime.org or 020 8858 0394. Your support is very much appreciated.

Yours sincerely,

HRedmond

Hayley Redmond
Deputy Headteacher