



Marchwood C of E Infant School

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Headteacher: Mrs Sally Atkins

15th January 2026

Dear Parents/Carers,

Following recent conversations with parents I wanted to clarify a few things around attendance. As part of our role in safeguarding, we have a legal obligation to inform you if your child has more than the average absences and if they are late for a certain period of days. As a parent myself, I understand that these letters can be hard to receive, but please be reassured we are here to help. We want to support our children to come into school as much as they can and to miss as little learning as possible. We do not want to penalise you, or cause you any distress, however, if as a school we do not inform you then we are not fulfilling our legal obligations.

The register is open from 8.45 until 9 am every morning. If you arrive at school after this time then your child will be marked as late – whichever door they enter the school through. To tighten up on this and to ensure we are recording absence correctly, when the class door shuts at 9am, you will then be required to sign your child in at the office. I understand that this may have been a cause of confusion and will therefore be starting afresh with the lateness recording.

Thank you for your continued support in helping your children grow and develop.

A handwritten signature in black ink, appearing to read 'S. Atkins'.

Mrs Sally Atkins
Headteacher