



Connect Academy Trust, c/o Leigham Primary School, Cockington Close, Plymouth PL6 8RF  
ADMIN@CONNECTACADEMYTRUST.CO.UK 01752 790990 CONNECTACADEMYTRUST.CO.UK

March 2026

Dear Parents and Carers,

Our school culture values the strong relationships we build with you as parents, and our staff are always available to offer support whenever it is needed. We believe that regular attendance is crucial to your child's success throughout their school journey. Attending school consistently helps children achieve academically, develop important social skills, and build a strong foundation for learning. Establishing good attendance habits also prepares children for future responsibilities as they grow.

### **Attendance matters**

Being on time and present at school is imperative because it strongly affects learning, development, and future opportunities.

*Times of the school day: 8:45am – 3:15pm.*

*Did you know...?*

*Being 5 minutes late every day adds up to 3.4 days of lost learning time!*

*Attendance below 90% can equate to 20 or more days missed!*

### **What happens if my child is unwell?**

On each morning that your child is absent, we ask that parents or guardians contact the school. This can be done by phone on our Absence Line, by email to admin, or by an Arbor in-app message. When doing so please ensure you state the symptoms/nature of illness as this needs to be recorded on the register.

**Preston Primary Absence Line: 01803 607589**

**Email: [admin@preston.torbay.sch.uk](mailto:admin@preston.torbay.sch.uk)**

If in doubt, here is a useful link from the NHS - Is my child too ill for school?

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>





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### **Absence Requests**

There may be times when you may need to request an absence from school. If so, an Absence Request Form is available on our website or can be collected from our school office. Please be aware that national policy no longer allows schools to authorise holidays. Special leave may however be authorised in “exceptional circumstances”. These include *weddings, religious observance, and funerals.*

Circumstances that are not considered valid reasons for absence include unauthorised holidays, birthdays, shopping, leaving early for a weekend away, routine medical and dental appointments which should be scheduled for after school or holiday time, and excessive medical absence which may require evidence.

### **Shout Out Cards**

At Preston, we believe it is important to recognise and praise pupils who demonstrate excellent as well as improved attendance. Each half term, our Attendance Team will issue ‘Shout Out’ cards to pupils who have shown fantastic improvement in their attendance, as well as to those who have achieved 100% attendance. We shall start this in the Summer Term. We do however also recognise that unforeseen circumstances and illness can sometimes affect a child’s ability to attend school.



We understand that families can sometimes face challenges that affect a child’s attendance. Our school community is here to support both you and your child. If there are any concerns or difficulties impacting your child’s attendance, we encourage you to speak with us. By working together, we can find supportive solutions and help ensure that every child has the opportunity to succeed. You can contact the attendance team on: [pastoral@preston.torbay.sch.uk](mailto:pastoral@preston.torbay.sch.uk)

