



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

January 2023

A letter from our Governors:

At Archbishop Courtenay our vision sets out that we are 'a haven of hope and aspiration'. As a school we all work together to achieve that so we can deliver the best for our children, and our community. That working together runs throughout the whole school community, from the Governing body, through the school leaders and staff, to parents and children. We want the school to deliver for everyone and attendance is an essential part of that.

We would like to say thank you to all those parents and children who make every effort to come to school each day. However, we also have to recognise that we do have low attendance in some areas and this needs to be addressed for the benefit of the whole school community. We appreciate that children need to be kept off school when they are genuinely sick. However, in-term holidays and long weekends have a direct impact on attainment. Poor attendance not only affects the absent child but has knock on impacts for those that are in class too and our vision also sets out that our children will learn to 'value themselves and others'.

With that in mind we need to ask everyone to play their part and:

- Wherever possible make routine medical appointments out of school time;
- Be aware that regulations set out that "Headteachers shall not grant any leave of absence in term time unless they consider there are exceptional circumstances." So please understand that the Headteacher is not being personal or difficult when she does not grant holidays in term time;
- Encourage and reward good attendance through participating in [SCHOOL ATTENDANCE ACTIVITY]; and
- Read the school attendance policy and raise any questions with staff if unsure about anything.

Archbishop Courtenay has made great improvements over the last few years and we are very proud of what all of us, as a whole school community, have achieved so far. However, it will take your continued help with attendance to allow us to take the school even further forwards.

Lastly, I would like to say thank you for all you do in helping the school and thank you in advance for your support in improving attendance.

Ryan O'Connell, Chair of Governors
on behalf of the Local Governing Body



The Diocese of Canterbury Academies Trust

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