

St. John's C of E (VA) Primary, Cliviger.

Lancashire Education Awards



Friday 21st November 2025

Re: School Attendance and Unauthorised Absence

Dear Parent/Carer,

We are writing to remind you of the importance of regular school attendance. Lancashire County Council and our Governing Body expect all pupils to attend school every day unless there is an unavoidable reason for absence, such as illness or exceptional circumstances.

Please note that keeping a child off school for their birthday or for birthday-related activities is not an acceptable reason for absence. Such absences are classed as unauthorised and are not condoned by the Governing Body or the Local Authority. Unauthorised absences can lead to legal interventions, including penalty notices.

Government research shows a clear link between attendance and achievement. Every day missed disrupts learning and affects progress. We therefore ask that you ensure your child attends school on their birthday and on all other school days.

If you have any concerns about attendance or require support, please contact the school office. Thank you for working with us to ensure your child receives the best possible education.

Yours sincerely,

N.R.Healey

S. W. Jackson

Mrs N.R.Healey

Mr S.W. Jackson

Headteacher

Chair of Governors



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