

**William Read Primary Academy**  
Long Road Canvey Island Essex SS8 0JE  
Company Number 9154404

Executive Headteacher Emma Lane MBE

Head of School Tracy Gravely

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January 2025

Dear Parents/Carers

### **Attendance and Punctuality Week**

I hope everyone is managing to keep warm during this very cold January. Monday 27<sup>th</sup> to Friday 31<sup>st</sup> January will be an Attendance and Punctuality Week for all schools in the Trust.

The children will be participating in a range of activities and competitions to promote and celebrate good attendance and punctuality at school.

Children who are in school every day and on time will receive a prize at the end of the week and all children will be entered into a prize draw for some amazing prizes!

If your child's attendance was below 90% for the Autumn Term your child is now classified as a Persistent Absentee and their attendance will be very closely monitored. Our attendance officers have been subject to some verbal abuse and abusive emails from parents/carers when they have been following up children's absence. Please remember we do not make the rules and must follow the very strict attendance and punctuality guidance from the Department of Education and Local Authority.

Have a lovely weekend.

Yours sincerely

Mrs E Lane MBE  
Executive Headteacher

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'If we believe, we will achieve'

