Date: November 2026

Dear Parent/Carer

Improving school attendance at Canterbury Cross Primary School together

Regular school attendance is a key priority of us all, and this letter is to update you on how we want to work together to improve the attendance of our children. Regular attendance is everybody's responsibility- parents, pupils and all members of school staff.

Children who are regularly absent:

- do not achieve their full potential in their learning
- find it difficult to maintain friendships
- find it difficult to socialise

Your role in supporting your child achieving regular attendance:

- Punctuality: Please ensure your child is in school on time, gates open at 8.40 am. Children should be in class by 8.50am ready for learning. Any child arriving after 8.55am will be registered as late.
- If your child will be away from school for reason of illness or any other unavoidable reason, please contact the school office by 9.15am. Please inform the school office on every day of absence.
- If you do not contact the school with a reason for your child's absence, a truancy call will be sent out asking for a reason.
- If a reason is not provided by the end of the school day, your child's absence will be recorded as unauthorised.
- Please try and book routine appointments outside of the school day. Where this is unavoidable, please collect your child from school to attend the appointment.
- No leave of absence will be granted during term time, except for exceptional circumstances.

We look forward to working together in improving attendance at Canterbury Cross Primary School.

Thank you for your co-operation

Mr Khalid Din

Head Teacher



Canterbury Road • Birchfield • Birmingham • B20 3AA
T: 0121 464 5321 • F: 0121 464 3823 • E: enquiry@cantcros.bham.sch.uk • W: www.canterburycross.org.uk