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Stagshaw Close
Postley Road
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Kent ME15 6TL

Dear Parents/Carers,

September 2017

As a school we have a duty to ensure that all pupils attend regularly so they achieve their full potential. The Government expects children to attend school EVERY DAY, which is endorsed by the Trust, Ofsted and the Local Authority. Any pupil whose attendance falls below 96% will be monitored very carefully by us and further action may be taken if it does not improve. To help support attendance and monitoring of absences, please follow the procedures below:

- If your child is absent from school we would request that you call the school every day that they are not in school. Short term illness of no more than 3 days is usually authorised if we are informed daily of the reason your child is unable to attend school.
- For any long term absences (more than 3 days) we will usually ask for medical evidence. If your child's level of attendance is very low we may ask for medical evidence for every absence. Evidence can range from an appointment card from your surgery, a copy of a prescription or the empty medicine container with your child's name on it.
- If you need to book an appointment for your child, we ask where possible you make any doctor or dentist appointments after the end of the school day (3.15 pm). If it is necessary to take your child out during the school day, we ask that you provide medical evidence i.e. an appointment card or in some cases a stamped compliment slip.

We have many support services in place to help improve attendance, but we also follow the Government recommendations for persistent absence and unauthorised absences. If your child receives unauthorised absences, you may be issued with a Penalty Notice, in line with Government recommendations. The current fine is £60 per parent per child and rises to £120 per parent per child if not paid within 21 days.

As you know, each term the class with the best attendance wins a trip to Frankie & Benny's. Children with 100% attendance at the end of the year will receive a special reward.

Weekly results are displayed in the Hall area and foyer and celebrated in the newsletter and celebration assemblies. I know that you will support and encourage your child to attend school each and every day. Please turn over to see how poor attendance can affect your child's education.

Your child should be in school before 8.50 am every day. For Reception Classes the gate is open from 8.30 am and shut at 8.40 am. For Years 1-6 the gate is open from 8.40 am and shut at 8.50 am. If they arrive after this time, they will be marked late.

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Trust Principal: Mr J Whitcombe MA
Director of Primary: Mr M Wilson
Swale Academies Trust Registered Office: Ashdown House Johnson Road Sittingbourne Kent ME10 1JS
Registered in England No: 7344732



If they arrive after registers close at 9.20 am, this counts as an unauthorised absence. Arriving at school late regularly has a huge impact on a child's learning.

Punctuality is rewarded on a weekly basis – please help to support your child and their class with this incentive. In line with Government legislation and Trust policy, we do not authorise any requests for absence, including holidays. If there are exceptional circumstances these must be outlined in a letter to the Head of School.

If you have any further questions regarding attendance or punctuality, please do not hesitate to contact the school office. Thank you for your continued support.

Yours sincerely,

Mrs T Oakley
Head of School

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