

Monday 5th September 2022

Re: Attendance at KPPS

Dear Parents/Guardians,

The Royal Borough of Greenwich and Kidbrooke Park Primary School implement the 'Fast Track' scheme in this school to prevent pupils becoming Persistent Absentees. Any pupil with less than 96% school attendance will be regarded as a Persistent Absentee, a national threshold set by the Government. The scheme requires that all issues which would affect a pupil's school attendance be dealt with promptly by the school, and if required, the attendance advisory service at the Royal Borough of Greenwich.

Ensuring your child's regular attendance at school is your legal and parental responsibility, permitting absence from school without a good reason is an offence by law and may result in a Penalty Notice being issued or prosecution.

Research has shown that regular attendance and good punctuality are key factors in students achieving their full potential at school. For every drop in 10% attendance there is an average drop of one grade at GCSE. Although being absent cannot always be helped, as we all do become ill from time to time, please take a look at the table below to show you exactly what your child could be missing.

365 DAYS IN A YEAR	190 SCHOOL DAYS IN TOTAL	ABSENCE
100% attendance	190 days	0
95% attendance	180 days	2 weeks
90% attendance	171 days	4 weeks
85% attendance	161 days	6 weeks
80% attendance	152 days	More than half a term
75% attendance	143 days	9 + weeks

We always advise parents and carers to speak to the school office in advance of absences. In order to avoid confusion if your child is away for a legitimate reason, please follow the guidance below:

Telephone the school immediately on the **first day** that your child is too ill to attend school. **ALL absences will require evidence.** Evidence may be in the form of a letter or evidence of a GP visit, evidence of medication, which should be presented to the school office upon your child's return. The school has a duty to monitor the frequency of illness, discuss patterns with parents and carers, and ensure adequate steps are being taken to ensure children are in school regularly.

Wherever possible, make any dentist/doctor/hospital appointments outside of school hours. Always provide evidence of the appointment to the school office. Do not keep your child away from school if there is an issue in school or for any unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, or your own ill health.

We have to ensure that children have legitimate reasons for absence and evidence is provided to us. Where evidence is not received for your child's absence, this will be recorded as an unauthorised absence on our school system.

If you have any questions about any of the above, please do not hesitate to speak to either myself or another member of the senior leadership team.

Yours sincerely,

Mr J Alfredo
Assistant Head Teacher