

Thursday 5th January 2023

Dear Parent/Carer

Attendance

Attendance and punctuality continue to be a key priority at Woodhill. Consistency in attendance is essential if children are to make progress and take an active part in school life. In the case of pupil absence, parents should always inform the school on the first day of absence by phone, email or in person, so that we can record the reason for the absence. This is particularly important if an infectious illness is involved, this allows the school to respond in line with Public Health England guidance.

Medical evidence is requested by the school for any absences to be authorised. This can be a copy of a prescription, an appointment card or the medication itself.

Leave of Absence

As of 1st September 2013, there has been a change to The Education (Pupil Registration) Regulations Act 2006. Headteacher's may no longer grant a 'Leave of Absence' in term time unless there are exceptional circumstances. Therefore, any such absences not deemed as exceptional circumstances will be unauthorised. Holidays or overseas trip absences in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking students away in school time. Due to the impact to your child's learning caused by this, **we do not authorise any holidays/overseas trips during term time.**

Punctuality

As with attendance, it is very important that children arrive at school on time each day, every minute missed adds up to a vast amount of learning time lost over the school year.

School starts at 8.50 a.m. every day. Your child will be classified as being late if they are not on the school premises by 9 a.m.

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This can be disrupting for the rest of the class and teacher.

Late Gate

The late gate enables us to monitor our persistently late pupils and also gives us an opportunity to speak with parents and offer support if needed, in bringing their children into school on time every day.

As with irregular attendance, if your child is continuously late for school we will invite parents/guardians in to meet with members of the Executive Leadership Team, Ms J Sillince (Home/School Liaison Officer) or the Attendance Officer from Royal Greenwich, to discuss their child's punctuality.

If there are any concerns you may have which you feel prevent you from ensuring your child's regular attendance and punctuality to school, please contact the school office on 020 8854 5055 or email info@inspirewoodhill.co.uk

Thank you for your continued support,

Best wishes,



Owen Phillips

