

Thursday 13th June 2024

Dear Parent/Carer,

Attendance Update:

As you are aware, we are currently tracking and monitoring attendance and punctuality very closely across the school and continue to support our families with attending school every day and on time. We are now writing to inform you of one of the key changes you will see in the coming weeks, and into the new academic year in September 2024.

Attending school every day is important for your child's academic achievement, well-being and social development. Early intervention is key to help support those children and families who may be struggling to attend school every day and on time.

If your child's attendance level falls below **96%**, we will notify you by text message. This will immediately make you aware of the decrease in your child's attendance level. This will also be a chance for parents to receive the support they need from school in advance, to improve their child's attendance.

If your child's attendance level falls below **93%**, we will invite you into school for a meeting with our Deputy Headteacher and Home/School liaison Officer, to discuss how we can work together to support your child in attending school every day and to avoid a potential referral to the Attendance Advisory Service.

If your child's attendance falls to **90% or below**, your child will be classed as a **Persistently Absent Child**. We will then need to arrange a pre-referral meeting, with parents and the Attendance Advisory Officer from Royal Greenwich Local Authority, to discuss any support we can offer families i.e Children Services and FaASS (Early Help.) We will also discuss referrals to the Attendance Advisory Service, penalty fines and as a last resort, court action.



If your child is absent from school, please ensure you follow the guidance below: -

1. Telephone [0208 8545055](tel:02088545055) or email info@inspirewoodhill.co.uk or message on Arbor by 8.30 am on the 1st day your child is absent. Please continue to update the school daily on your child's illness. Please also follow it up with medical evidence, where possible.
2. Absences will only be authorised if medical evidence has been supplied to the school. Medical evidence can be a copy of a prescription for medicine, the prescribed medicine or packaging and medical appointment letters/card or text message.
3. Please make any routine Dentist/GP or Optician appointments outside of school hours or during the school holidays, where possible.
4. Do not keep your child away from school if there is a school issue. Please contact the school to discuss the problem with a senior member of staff to help resolve the issue.
5. Do not keep your child away from school for reasons other than severe illness. Absences due to birthdays, holidays, relatives' visits, shopping trips and your own ill health will not be authorised.
6. All holidays will not be authorised and you will be at risk of a penalty fine from the Royal Borough of Greenwich Attendance Advisory Service.

If you would like further information or support regarding this letter, please do not hesitate to contact the school office.

Thank you for your continued support in this matter.

Yours faithfully



Mr O Phillips
Headteacher

or Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.





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