

ATTENDANCE NEWSLETTER

APPOINTMENTS

We would like to remind parents of the importance of keeping medical and dental appointments to a minimum during the school day. We understand that it may not be possible to choose when you book, for example orthodontist and hospital appointments, but we ask that pupils attend school around appointments. Medical or dental appointments of more than half a day will not be authorised without very good reasons.

Ideally, we would like all requests for appointments in advance (where possible) and to be in writing via an email accompanied by an appointment letter, card, email or text. Please email the school office (office@teynham.kent.sch.uk) with evidence and/or requests.

100%	0 days missed	Fantastic attendance!	☺
99%	2 days missed	Well done—you are at or above the School Target	
98%	4 days missed		
97%	6 days missed		
96%	8 days missed		At 96% and below you are
95%	10 days missed	just below target—make	
94%	12 days missed	sure you do not miss any more days	
93%	14 days missed	At 93% and below your	☹
92%	16 days missed	attendance is becoming	
91%	18 days missed	worryingly low.	
90%	19 days missed	At 90% and below you are	☹
89%	21 days missed	Persistently Absent—school will support you and your family to help this improve	
88%	23 days missed		
87%	25 days missed		
86%	27 days missed		
85%	29 days missed		

HOLIDAY REQUESTS AND ABSENCES

Holiday requests.

The attendance regulations state that from the 1st September 2013 Headteachers may no longer grant any leave of absence during term time for holiday. This means that as a school we are not able to authorise any holiday requests and any holiday taken will be marked as unauthorised absence. The school is penalised for unauthorised absence so we hope that you will support us in this and not make any requests for holiday absence.

Last year 450 sessions of school was lost to unauthorised holiday, this is equal to 225 school days.

Absences

If your child is absent from school please call or email the school office between 8:15 and 9:00am, with the name of the child and the reason for the absence

Lateness

The school day starts at 8:50am, pupils can enter their classroom from 8:40am. Arrivals after 8:50 are to enter through the school office.

Late marks count towards a pupils overall attendance.