



ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

Eccleston Road, Tovil, Maidstone, Kent ME15 6QN

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Headteacher: Wendy Robinson

Chair of Governors: Rowena J Linn

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Dear Parents

You will be aware we take attendance very seriously as regular absence has a detrimental impact on your child's learning and progression.

We also appreciate that if your child has an infectious illness, sickness or diarrhoea they should not be in school. With this in mind we want to ensure all parents are aware of how they should report their child's absence so that any necessary absences are recorded correctly.

1. First day of absence - contact the school office by 9.30am to record your child's absence and the reason. Please try to be as specific as possible as 'unwell' is not an option available to us.
2. On each day of absence a phone call should be made to the school so progress can be recorded. If a child has for example chicken pox and will be off for several days a call every other day would be sufficient - if unsure discuss this when you call in
3. Any hospital, dental and medical appointments should be made outside of school hours where possible. If this is not possible please show your letter or appointment card to reception so they can copy and record appropriately.
4. Holiday is not permitted during term time however if your child is absent for any reason other than sickness please still inform us so we can maintain records.
5. Any absence not explained will be marked with an O meaning it has been unauthorised so it is important you communicate **all absences at all times**. More than 10 unauthorised sessions (5 days) in any 100 sessions (50 school days) may result in a Penalty notice request to the Attendance service.

We hope this makes things clear and that you will work with us to ensure the best for your child. Any queries please do not hesitate to ask.

Yours sincerely

Miss W Robinson

Head Teacher

