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Attendance & Punctuality at Kew Riverside – Guidance for Parents

Research shows that regular school attendance is linked to higher achievement. Arriving at school on time each day will enable your child to make the most of the rich learning and social experiences that Kew Riverside has to offer.

You can help us promote good attendance and punctuality by:

- Making sure that your child arrives in school promptly
- Talking to us about any difficulties you may be experiencing getting your child to school
- Making medical and dental appointments out of school hours
- Contacting us to let us know if your child is going to be absent and explaining the reason for the absence

It is essential that you contact the school office on the first day of your child's absence and inform the staff of the reason for your child being away from school. If we do not hear from you by 9.30am on the first day of absence, you will be contacted by the school by telephone. It is important to keep your contact details up to date with us. We have a duty to ensure that all absences are recorded as either 'authorised' or 'unauthorised'. Absences can be authorised for illness, religious observance in the religion to which the parents belong, school visits, external examinations and other circumstances including family bereavement, at the discretion of the Headteacher.

Please note that all holidays during term time will be recorded as 'unauthorised'.

Requests for any absence, other than illness or medical appointments, must be notified in writing. You can do this in advance by completing the form **at the end of this letter**.

The form can be submitted by email to: info@kewriverside.richmond.sch.uk or in person to the school office.

With the Education Welfare Service (EWS) we monitor our attendance and punctuality on a termly basis. If your child's attendance falls below **92%** we will contact you to discuss the reasons for low attendance. Should your child's attendance not improve, you will be invited to meet with the Headteacher to discuss reasons for your child's poor attendance. Any further deterioration may trigger a referral to the Education Welfare Service (EWS).

Any attendance below **90%** is automatically referred to the Education Welfare Service. The same procedures, as outlined above, will apply to children who are persistently late arriving for school.

Request for absence from school

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

Please note there is no general right to authorise absence for a family holiday and if you take your child out of school without permission, the absence will be unauthorised and we may refer the matter for consideration of legal action.

Child's name		Class	
Proposed dates of absence from:		to:	(inclusive dates)
Reason for absence <i>(please explain why your circumstances are exceptional)</i>			
Parent/Carer signature		Date	

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Response to application – to be completed by school

To Parent /Carer of:	Class:
Current attendance rate:	
Your application for absence has been marked on your child's attendance record as:	For the following reason:
Authorised <input type="checkbox"/>	
Unauthorised <input type="checkbox"/>	
Signed:	Date:

Updated 1st February 2017