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Attendance & Punctuality at Kew Riverside – Guidance for Parents

Kew Riverside Primary School works in partnership with parents and carers to secure consistently high levels of attendance and punctuality for all pupils. Regular attendance is not optional; it is a fundamental requirement for children to achieve their full academic and social potential. Research clearly demonstrates that high attendance is directly linked to higher achievement, improved wellbeing, and stronger long-term outcomes.

Arriving at school on time every day ensures that children fully access the curriculum, establish positive routines, and benefit from the rich learning and social experiences available at Kew Riverside. Poor attendance or lateness disrupts learning, impacts progress, and can adversely affect a child's sense of belonging and wellbeing.

How parents and carers must support good attendance and punctuality:

- Ensure your child arrives at school on time every day
- Inform the school promptly of any difficulties affecting attendance
- Arrange medical and dental appointments outside of school hours wherever possible
- Notify the school immediately if your child is absent and clearly explain the reason
- Book family holidays exclusively during school holiday periods

It is essential that parents and carers contact the school office on the first day of any absence to provide a reason. If we have not been notified by 9.30am, the school will make contact. Parents are responsible for ensuring that contact details are kept up to date at all times.

The school has a statutory duty to record all absences as either authorised or unauthorised. Absences may be authorised for illness, religious observance within the parent's faith, school visits, external examinations, or exceptional circumstances such as family bereavement. All requests are considered on a case-by-case basis and are authorised solely at the discretion of the Headteacher.

All holidays taken during term time will be recorded as unauthorised and may result in a Fixed Penalty Notice, in line with the school's Attendance Policy.

Requests for any absence other than illness or medical appointments must be submitted in writing and in advance by completing the school's Request for Absence Form. This can be submitted via email to info@kewriverside.richmond.sch.uk or in person at the school office.

Attendance and punctuality are monitored half-termly in conjunction with the Education Welfare Service (EWS). Where a child's attendance falls below 92%, parents will be contacted to discuss concerns. If attendance does not improve, a meeting with the Headteacher will be required. Continued decline may result in a referral to the Education Welfare Service.

Any attendance below 90% is automatically referred to the Education Welfare Service. The same procedures apply to pupils who are persistently late.

Request for Absence from School

Schools are only permitted to authorise absence in exceptional circumstances. When making a request, parents must clearly demonstrate why the circumstances are exceptional.

There is no general entitlement to authorised absence for family holidays. If a child is taken out of school without permission, the absence will be unauthorised and the matter may be referred for 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: