



20<sup>th</sup> September 2022

Dear Parents,

## **RE: Attendance and Lateness 2022-2023**

At the start of the new academic year, I wanted to write to you to share the measures we will be putting in place to encourage your child to maintain excellent attendance at Bowes. Attendance is always a focus at Bowes and we would like to remind you that our target for the year is **96.5%**, which is the attendance percentage we would like all children to aim for.

An attendance figure of 90% is considered as 'persistent absence' by the Department for Education, and although this figure may seem high, it represents **19 days** of school missed in one academic year and can have a profound impact on learning. To support your child's attendance we will:

- Encourage all students to meet or exceed the school's target of 96.5%.
- Ensure all staff rigorously monitor attendance each week.
- Recognise pupils who consistently maintain excellent attendance or make improvements.
- Work with families and put positive support plans in place for students who are falling below the school's target.
- Make contact with parents if their child's attendance becomes a concern.
- Refer students to the Educational Welfare Officer so they can receive specialist attendance support and advice responding to illness.

We always encourage students to attend school, regardless of minor illness, and we will send a child home who is not well enough to be in. It is often the case that once a child has got in and settled in lessons, they are able to learn well and make it through the full school day. If your child is simply too unwell to attend school then please notify us by **8.30am**, either by leaving a message on the school absence line (020 8368 2552 option 1), or by emailing [office@bowesprimary.org](mailto:office@bowesprimary.org) with your child's full name, class and reason for absence.

### Term Time Absence and Holiday Requests

This year again, **we will not be authorising any holidays** unless there are exceptional circumstances. We have **13 weeks holiday** each year and therefore ask you to take your holidays during those weeks. If there are exceptional circumstances, please put your request in writing to the school, outlining those circumstances, before you book tickets. **Fixed Penalty Notices** will be issued following periods of unauthorised absence.

### Medical Appointments

Where possible, please make medical / dental appointments outside of school time and during holidays. We do understand that these appointments can be hard to come by and sometimes it is unavoidable that they are scheduled during school time, particularly in the case of hospital appointments. In these instances, children should, wherever possible, come into school before and/or after their appointment in order to maximise their learning time in school.

Please email [office@bowesprimary.org](mailto:office@bowesprimary.org) with a record of the appointment (letter, screenshot of text appointment etc) to record against the absence.

Thank you for your continued support.

Yours sincerely,

Effie Demetriou  
**Headteacher**