



Attendance at Palace Wood

Dear Parents/ Carers,

As the new school year is well underway, I wanted to bring to your attention key information about attendance. All this information can be found on our school website here:

<http://www.palacewoodschoools.org.uk/page/?title=Parents&pid=40>

At Palace Wood, we deem **good attendance to be 100%**. With only 190 days of school, each day is extremely important in your child's learning journey.

There are 175 days left in the year for family events. We know that sometimes key events are out of your control but we ask that you work with us to use the 175 days available including dentist and other medical appointments or after the school day.

Over the past few years, we have had numerous feedback concerning rewarding good attendance. As of this year, we will not be offering a reward system for attendance. As you have said quite often it is not the child's fault. As parents, you are responsible for giving your child access to a full time education and we are totally committed in providing that. So let us work together.

What can **WE** do:

- **YOU MUST** notify us if your child will not be attending school before 9.30am (CALL / EMAIL / PARENTMAIL)
01622750084 Option 2
absence@palacewood.kent.sch.uk

WE WILL call you if we have not heard from you. It is our responsibility to know that every one of our children is safe.

- **YOU MUST** apply in writing to Mr Chatley if you require days off for events. Each circumstance is individual and approval will depend on this.
WE WILL let you know in writing if it has been approved and what happens next.
- **YOU MUST** let us know if you are having problems getting your child to school.
WE WILL work with you and your child to help make this better.

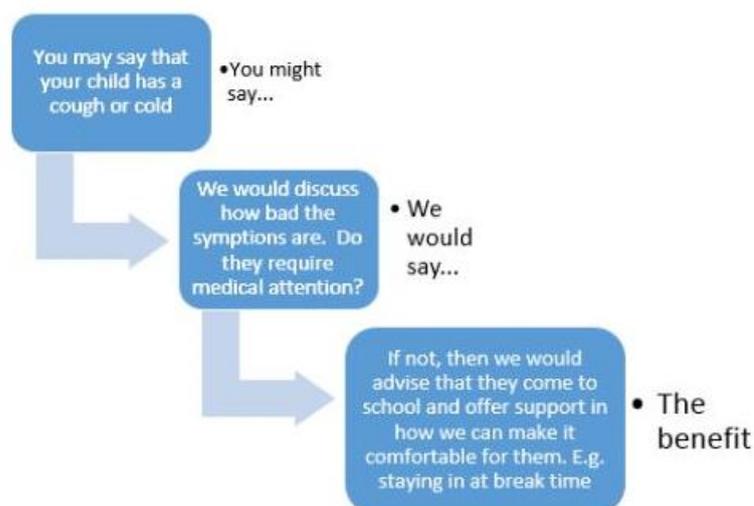
ILLNESS

Nights are drawing in and common colds and coughs increase. Consider the following before deciding what to do. Remember you are the parent. You make the choice whether your child comes to school or not.

IF YOU DO decide to send them in, **LET US HELP**. **WE CAN** always keep them in during break times, check they are keeping their fluid up or just keep more of an eye on them. **IF THEY REALLY CAN'T** cope with the school day then we can call you.

Missing just one day of the school week can disrupt the flow of a unit of work and make it harder to catch up on what has been missed.

REMEMBER:



A SUMMARY:

- We want to work **with you** to improve attendance.
- We will **always** check to find out where children are if not at school.
- We will send home a copy of your child's attendance certificate **every term** so you know how it is going.
- If attendance falls below 95%, you will be notified by a letter. This is to inform you of what this could lead to.
- Meetings will be organised to discuss how it can be improved.
- In the worse cases, the School Liaison officer will be asked to support improvement.

Should you have any concerns or queries, please contact either, the class teacher, Mrs Ball (absence@palacewood.kent.sch.uk / Family Liaison Officer) or Mrs Vincett (Assistant Head on Claire.Vincett@palacewood.kent.sch.uk)