

Friday 10th September 2021

Dear Parents/Carers,

### **FAST TRACK TO IMPROVED ATTENDANCE**

Each September we write to you to outline the school's expectation for pupil attendance. As you may already be aware, any pupil with less than 90% school attendance will be regarded as a Persistent Absentee. This is a national threshold set by Government. The **Royal Borough of Greenwich** and **Boxgrove School** will continue to follow Government guidance and administering the 'Fast Track' scheme in this school to prevent pupils becoming Persistent Absentees (**any pupil with less than 90% school attendance**).

The scheme continues to require that all problems which would affect a pupil's school attendance be dealt with promptly. If your child meets the criteria, you will be informed by an additional letter and you will be asked to discuss this matter further with us. We may, if necessary, undertake an Early Help Assessment.

In order to avoid any confusion if your child is away for legitimate reasons please ensure you follow this guidance:

- 1.** Immediately on the **first day** that your child is too ill to attend, telephone the school (selecting option 1 and clearly stating your child's full name, class and reason for absence), or alternatively use the absence reporter on ParentMail. Keep the school regularly updated if the absence is more than one day.
- 2.** Wherever possible make any dentist/doctor/hospital appointments outside of school hours.
- 3.** Do not keep your child away from school if there is an issue in school; contact the school to discuss the problem with a senior member of staff.
- 4.** Do not keep your child away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.

Yours sincerely

Mr Richard Butler  
Assistant Headteacher

***For Information*** – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**