



# Teddington School

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*Head of School: Kathy Pacey NPQH  
Executive Headteacher: John Wilkinson MA  
NPQH*

19 October 2017

Dear Families

The 2017-18 school year has begun and like you, Teddington School has exciting plans and high expectations for your child's learning.

In order to give your child the best possible opportunity in school, I would like to ask for your commitment to your child's school attendance this academic year. The evidence is clear: children with high attendance are more likely to be successful in school. High attendance rates are linked to high student achievement. This is true for every year group from Key Stages 3 through to 5.

We would like to reiterate the importance of not only ensuring that your child attends school each and every day, but also the importance of good communication with school, regarding the issues and challenges of attendance.

We understand that occasional medical appointments and unforeseen circumstances mean that time will have to be taken from the school day, but we would expect these absences to be kept to a minimum in order to cause the least possible amount of disruption. During these teenage years, Orthodontic and Medical appointments are a regular requirement but we would ask that if appointments cannot be made outside school hours, students are expected to attend school either side of that appointment and *not have* a late start or an early finish.

The morning registers are taken by your child's Form Tutor and submitted to our Attendance Team by 9.10am each morning. We would politely remind parents that if your child is unwell or you are reporting an absence, please endeavour to do so by 9.00am. This can be done via the school website under Report an absence <http://www.teddingtonschool.org/Report-an-absence> or via the Main Switchboard on 020 8943 0033.

If your child has a medical appointment, please inform us via the website, or write a note in your child's diary prior to the appointment date.

Additionally we must again remind parents that in line with Government guidelines, we are unable to authorise term-time holidays under any circumstance.

We realise that every family faces challenges. Please let the Head of Year or your child's Form Tutor know if your family needs help dealing with a challenge to your child's good school attendance. We will do our best via our pastoral support system, Attendance Officer and EWO to help you and your family ensure that your child's school attendance stays on track.



Thank you for all you do to support your child's school success at Teddington School and I look forward to working with you and the whole staff in promoting a successful year for your child.

Yours sincerely

Mr N Hill

Deputy Headteacher