



# Teddington School

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

20 July 2018

Dear Families

## Attendance

I am writing to inform you of some important developments regarding our attendance procedures. From September we will have additional support from the Local Authority and we are delighted that Ms C Small is joining our team for one day a week as the school's Educational Welfare Officer. She will be working in conjunction with Mrs Penn our school Attendance Officer.

We will focus on attendance and punctuality next year through rewarding students who have 100% attendance and through rewarding year groups and tutor groups with the best attendance throughout the school year.

Regular school attendance, as defined by our school's attendance policy is above 96% attendance at any given point throughout the school year. If your son/daughter's attendance falls below 95% you might be notified by the form tutor in the first instance and if it does not improve you will then be contacted by the relevant Head of Year.

It is also important to note that the government stipulates that a student is in the category of persistent absence if their attendance falls below 90%. When a student's attendance falls below 90% this will typically trigger a meeting with the school's Educational Welfare Officer and persistent absence may be subject to formal processes as advised by the local authority.

To support this, we will expect your son/daughter to be in school and ready from the first day of term. Those starting on the following Monday will be classed as having unauthorised absence. On this note please could I also ask that all parents adhere to our term time dates, please do not take holidays or days out during term time; last year this accounted for a 0.2% drop in attendance, which is very significant. Term time holidays may result in the issuing of a fixed penalty notice in the upcoming academic year.

May I also remind families that with the change in the school day and lessons starting at 8.40am it is crucial that all students arrive on time to avoid missing any learning. Students who are late will still receive a late detention that will now run at lunchtimes for 30 minutes. Students late after 9am will be put into the SLT detention after school.



Yours sincerely

Mr N Hill

Deputy Headteacher