



## **Attendance Information – Meopham School**

Dear parents/carers,

I am the Assistant Headteacher in charge of attendance at Meopham School. If you have any concerns regarding your child's attendance please do not hesitate to contact me. Below are some guidelines to assist you in obtaining the best level of attendance possible for your child:

- As a school we expect to be contacted on the first day of your child's absence, thereafter every day until your child is well enough to return to school. This should be reported before 8:30am to the Attendance Officer via phone or email. Please note that only 5 days illness will be authorised in a school year unless medical evidence is provided.
- Text Messages will be used to make contact with the parent/carer if a pupil is absent and the school has received no reason for absence.
- Meopham School does not allow students to take holidays during term time. Exceptional circumstances will be considered but must be applied for in writing to the Head of School. You can contact the attendance office if you wish to do this.
- We hold termly reward assemblies and those with good attendance are celebrated. All pupils that achieve 100% attendance at the end of the year will receive a reward.
- It is important that you are aware that we will issue penalty notices if you keep your child off school for a reason other than illness, medical appointments or other previously agreed appointments. Medical appointments where there is a choice available of appointments (eg: routine dental appointments) should be made outside of school hours and/or term time. The first penalty notice is £80 if paid within 21 days, rising to £160 if not paid. A second penalty notice within 3 years is a flat £160. Unpaid notices can lead to prosecution.

There are 190 school days in a year. If your child misses 5 days of every term, it is the same as missing one whole school year throughout your child's compulsory education. Please help us by sending them a clear message that good attendance is essential.

I appreciate that school can be a difficult place. If a child does not attend regularly and on time this can be exacerbated; the role of Meopham School is to help them to:

1. Be safe.
2. Be healthy.
3. Enjoy their education.
4. Be able to make a contribution to society and to gain employment.

If you have any concerns, please email [mss-attendanceofficer@swale.at](mailto:mss-attendanceofficer@swale.at). I look forward to welcoming your child to Meopham School.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Miss Hodd', written in a cursive style.

Miss Hodd