



Cecil Road Primary & Nursery School

Cecil Road, Gravesend
Kent. DA11 7BT
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Acting Headteacher: Mrs C.Old

Dear Parents / Carers

26th September 2022

School Attendance and Punctuality

At Cecil Road together we are committed to the continuous raising of achievement of all our children and regular attendance is critical if children are to be successful and benefit from the opportunities presented to them.

Good attendance is fundamental to a successful and fulfilling school experience. Regular attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities open to them. We would like to thank all our families for supporting this with their attendance.

We monitor absence and lateness on a regular basis. Should there be a case of persistent absence or lateness we may ask parents/carers to attend a meeting to discuss and investigate the reasons for this. Persistent absence or late arrival may lead to a referral to the Local Authority School Liaison Officer for further action and possible prosecution (Department of Education guidelines states that pupils with attendance of 90% and below are considered as persistent absentees.)

If your child is absent due to ill health you must contact the school to let us know. Please telephone the school before 9.00am. If you need support getting to school please ring the office on 01474 534544.

If your child's attendance is at 90% or below you may be asked to provide evidence (e.g. copy of a prescription, doctors/dentist appointment card). If evidence is not provided, further absences will be marked as unauthorised.

A pupil's absence or late arrival can seriously disrupt their learning. They miss out on learning while they are away and are less prepared for future lessons when they return.

We have attached a copy of our Attendance Policy for your information which gives you more in-depth information regarding term-time absence.

We are sure that you share our concerns and would wish to work with the school to improve attendance and punctuality. If we can help in any way, perhaps via our Family Support Officer, Mrs Vincent, please do not hesitate to contact us.

Yours sincerely

Mrs C. Old
Acting Headteacher