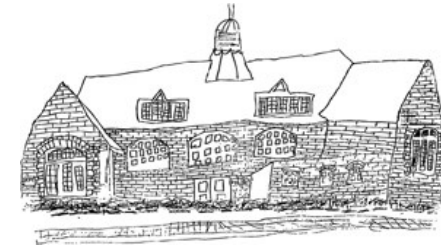


Your legal responsibility

- You have a legal responsibility to make sure your child attends school regularly.
- If your child is not attending school regularly the Education Welfare Service may telephone and ask you to meet them to discuss the problem.
- Where all else fails, your case will be referred to Camden's legal team for a fixed penalty or even court action.



Attendance

+

Punctuality

=

Achievement



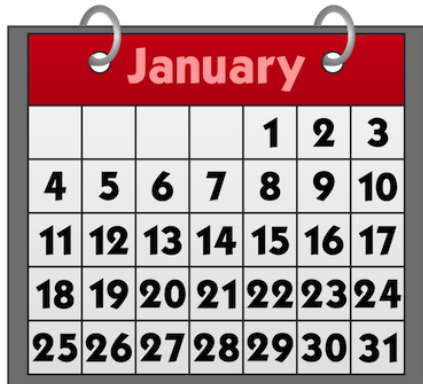
When we Penalty Notices issued?

- If a holiday is taken in term time without written permission from the Headteacher.
- Where a pupil has more than ten lates recorded as unauthorised absences in any ten week period.
- Where the pupil has more than 20% absences, a significant proportion of which is unauthorised.



At Kentish Town CE Primary School we take attendance and punctuality very seriously

- We expect all pupils to attend school regularly and to arrive at school on time and ready to learn. We will support you and your child in any way we can to ensure this happens.



The importance of attending school regularly

- A good education will help give your child the best possible start in life.
- Your child needs to attend school regularly in order to keep up with the lessons and achieve their best.
- Your child needs to attend regularly so that he or she can make friends and develop socially.

Attendance - every day counts

- Parents or the child's carer must phone the school on the first day that a pupil is absent, and then keep the school regularly informed.
- Staff will telephone parents to ask about any unexplained absence.
- Camden's Educational Welfare Officer will also contact families and talk to parents where absence is frequent.

The importance of good punctuality at school

- Being on time for school establishes good habits for the future
- Your child could miss a significant amount of lesson time due to lateness. This will affect his or her learning.
- Lateness for lessons is very unfair on classmates and teachers because it disrupts learning.



Punctuality

School starts at 9.00am

What can you do to help?

- Do not take holidays during term time.
- Make sure that your son or daughter comes in to school every day unless he or she is unwell.
- Explain to your child how important attendance is.
- Make sure he or she goes to bed at a reasonable time during the week, and is woken up on time to get ready for school.
- Always let the school know each day that your child is absent from school.
- Please book dental or medical appointments out of school hours.