

Thursday 28th September 2023

Dear Families,

We wanted to remind you all of the high expectations that we have regarding your child's absence and what procedures we have in place here at Foxfield to ensure that your child is attending well.

As you may be aware already, the Department for Education sets a minimum expectation for your child's attendance and should it fall below this, we have systems in school to support you and your child to attend. This is currently set at 95%. If your child's attendance drops below 90%, this is a concern and is called persistent absence. If your child falls below 90% we will be in contact with you to fully understand the reasons behind this. In the first instance, your point of contact will be Mrs Keen.

Ensuring your child's regular attendance at school is your legal and parental responsibility and we work very closely with the Royal Borough of Greenwich Attendance Advisory Service to monitor the attendance of the children at Foxfield.

In order to ensure that your child's attendance is recorded accurately, you must contact the school on your child's first day of absence. You can do this by:

- Phoning the school office by 8.30am via telephone 0203 260 7500
- Emailing the school admin@foxfieldinspire.co.uk with the subject **Absence**
- Using the Arbor in app messaging

Please do ensure that you are providing medical evidence for your child's absence. We accept the following :

- Medical/doctors appointment letter
- A screenshot of the e-Consult submission form
- Prescription of your child's medication (This can be the prescription form or the medication itself) with the date shown

We would advise you to only keep your child at home if they are genuinely unwell. If they claim to feel poorly but you are not sure, send them to school. We will keep an eye on them and their class teacher will always arrange for a first aider to check them out and send them home if needed. Any absence affects the pattern of your child's schooling and regular absence will seriously affect their learning and achievement. Consistency in attendance is essential if children are to make progress and take an active part in school life.

If you would like any further information on our attendance procedures here at Foxfield, you can arrange for an appointment with Mrs Keen (Welfare Lead) or Mrs Garcha (Inclusion Lead)

With very best wishes,

M. Minnett *T. Sharp*

Megan Minnett Tatum Sharp
Co-Headteacher Co-Headteacher