

18 January 2019

Dear Parent

### Attendance Newsletter

A belated welcome back to term 3

As I am sure you are aware, there is direct correlation between good attendance and good academic progress and bearing this in mind, I would like to take this opportunity to remind you of the expectations we have here at Northfleet Technology College with regards to attendance.

#### Procedure for Reporting Child Absence

Every day of absence must be reported to the school. This can be via any of these options:

- Email: [bexley@ntc.kent.sch.uk](mailto:bexley@ntc.kent.sch.uk)
- Telephone: 01474 543624

#### Home Visits

The Attendance Officer will, where possible, be making home visits to students who have been off 3 consecutive days. This is not to check up on you as a family but to discuss your child's illness and strategies that the school can implement that could help get your child back into school as quickly as possible.

#### Attendance below 95%

If your child's attendance falls below 95% the Attendance Office will send a letter to you informing you of this. We do this to remind students and parents that having odd days off can make their attendance fall below 95%. If your child's attendance falls to 90% and below this is a cause for concern and you will be invited into school to discuss your child's absences.

At this point, we may request that all further absences are supported with medical evidence. This does not necessitate paying for a letter from your doctor. We can accept the following medical evidence, booking confirmation of the doctor's appointment, copy of the prescription or copy of the hospital appointment letter. We can photocopy these in school if you bring them in. When attendance remains around 90% and no improvement is seen then KCC may issue a Penalty Notice.

#### Attendance below 90%

As a school our aim is to work with you as parents and we will discuss any options or interventions that may help your child to attend school.

### **Attendance Facts**

There are 190 days in a school year which equates to 1140 lessons. Even the shortest absence can have an impact on learning and progress that your child can make.

<b>Percentage Attendance</b>	<b>Number of lessons missed</b>
100%	0 lessons missed
98%	23 lessons missed
95%	57 lessons missed
92%	91 lessons missed
90%	114 lessons missed
85%	171 lessons missed
75%	285 lessons missed
70%	342 lessons missed
65%	399 lessons missed

### **Medical Appointments**

Wherever possible, please make appointments outside of school hours. If this is not possible, please send your child in before and after an appointment.

If you have any concerns please do not hesitate to contact [BexleyM@ntc.kent.sch.uk](mailto:BexleyM@ntc.kent.sch.uk), your son's Learning Coach or your child's Pastoral Manager as detailed below.

Adi Dassler – [MiddletonJ@ntc.kent.sch.uk](mailto:MiddletonJ@ntc.kent.sch.uk)

Branson – [BrookerT@ntc.kent.sch.uk](mailto:BrookerT@ntc.kent.sch.uk)

DaVinci – [BurrowsJ@ntc.kent.sch.uk](mailto:BurrowsJ@ntc.kent.sch.uk)

Newton – [GibbonsS@ntc.kent.sch.uk](mailto:GibbonsS@ntc.kent.sch.uk)

Spielberg – [SargeantR@ntc.kent.sch.uk](mailto:SargeantR@ntc.kent.sch.uk)

Yours sincerely



**Mrs S Tinker**  
Assistant Headteacher