

Poverest Primary School

Tillingbourne Green, St Mary Cray, Orpington, Kent BR5 2JD

Telephone: 01689 816060 Fax: 01689 881912 Email: admin@poverest.bromley.sch.uk



Head Teacher Mrs Weeks M.A. NPQH

Deputy Head Teachers Mrs Wilson and Mr Haylock

12th January 2018

Dear Parents/Carers

Every Day at School Counts

I am writing to clarify some issues regarding attendance and lateness.

If your child is unable to attend school for any reason, this must be reported to the school office by 9.00am on the first day of absence. Failure to do this will result in the absence being recorded as unauthorised. There is an option to leave an absence message when you ring the main school number. You should advise your child's name, class and the reason for absence (please do not just say unwell as we do need a specific reason). Class dojo should not be used for advising absence or appointments.

There has also been an increase in the number of siblings being absent at the same time. As parents we all know that more often than not, children end up catching what their sibling has had but they do not usually both wake up with a sore throat/cough/cold at the same time! If one child is absent through illness, the other child must be in school.

I am also closely monitoring the number of children who are arriving late each morning. The doors open for the children to go to their classes at 8.45am. Please ensure that this is the time you arrive at school. The teachers take the register at 9.00am and if your child is not in their classroom, they will be marked as absent. Any late children must report to the office so that it can be recorded that they are in school. This is very important as in the event of a fire we would not be looking for a child who has not been marked in.

The Government states that all children should have an attendance of no less than 96%.. Please ensure that your children are in school and on time every day so that we can give them the best education possible.

Yours sincerely

Mrs S Week
Head Teacher

Mrs T Helm
Admin Manager

Poverest Primary School are committed to the safeguarding and welfare of their pupils

