



James Wolfe
Primary School
with Centre for the Deaf

RANDALL PLACE CAMPUS

(Nursery, Reception, Year 1, Year 2, Year 3)
Randall Place, Greenwich SE10 9LA

ROYAL HILL CAMPUS

(Year 4, Year 5, Year 6)
Royal Hill, Greenwich SE10 8RZ

☎ 020 8858 2472 ✉ admin@jameswolfe.greenwich.sch.uk 🌐 www.jameswolfe.greenwich.sch.uk

Monday 10th October 2022

Dear Parents,

FAST TRACK TO IMPROVED ATTENDANCE

Any pupil who has less than 90% school attendance will be regarded as a Persistent Absentee. This is a national threshold set by Government.

The **Royal Borough of Greenwich** and **James Wolfe Primary School** follow Government guidance and use the 'Fast Track' scheme to prevent pupils becoming Persistent Absentees (any pupil with less than 90% school attendance).

The fast track scheme requires that all problems which may affect a pupil's school attendance be dealt with promptly. If a child's attendance falls below 90% then the school will send a letter to the parents, who may be invited to a meeting to discuss the situation.

We ask that all parents follow the points below:

1. Telephone the school immediately on the first day that their child is too ill to attend and follow it up with a letter explaining the absence upon the child's return.
2. Wherever possible make any dentist/doctor/hospital appointments outside of school hours.
3. Do not keep children away from school if there is an issue in school; contact the school to discuss the problem with your child's class teacher, Year Group Lead or Assistant Headteacher for your child's campus.
4. Do not keep children away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.
5. Minor illnesses such as: colds, coughs will not stop children learning, so therefore shouldn't stop them attending school.

Yours sincerely,

Victoria Gallagher
Headteacher

Please see reverse for a letter from our Attendance Advisory Officer.



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GOOD ATTENDANCE MATTERS!

From our School Attendance Advisory Officer:

School Attendance impacts on the life chances of children and young people, not only during their time of compulsory education but also in relation to their contribution to society.

Magistrates Courts

In 2014, parents of a number of children had to appear at the Magistrates Court because of the poor attendance of their child(ren). At present, the maximum fine is **£2,500** and there is also a possibility of up to three-month imprisonment.

Fast Track to Improve Attendance

Please follow our school's procedure on attendance and also the procedure for reporting all absences. This information goes out to all parents at the beginning of the school's academic year.

Child Unwell?

We all get ill sometimes; however, minor illnesses such as sore throats, colds, headaches etc. are easily treated by over-the-counter medicines from the chemist. Nonetheless, parents may be asked to provide medical evidence to the school if their child is regularly unwell and the parent wants the absences authorised.

Please note that a child with 90% attendance means four weeks of absence from school in an academic year, regardless of whether this was authorised or unauthorised!

It is every parent's responsibility to ensure their child attends school every day, or to return their child to school as quickly as possible following an absence. Keeping a child off school must be carefully considered and absence for minor coughs, colds and ailments is not acceptable.

Don't forget, if children feel better during the day they can return for the afternoon session.

If you would like to find out more about my role or require support or advice, please do not hesitate to contact me on 020 8921 8516.

Mrs Pui-Ching Isted
Attendance Advisory Officer
Greenwich Borough