



29th November 2022

Dear Parents/ Carers,

Attendance & Punctuality Reminder

We place great importance on good attendance and punctuality to school and would like to take this opportunity to remind you of some of our expectations.

Reporting Absence

You must inform the school by 9:00 am on the first morning of any unplanned absence – for example, if your child is unable to attend due to ill health. Please email the attendance officer, Mrs Chetanwala on attendance@rooksheath.harrow.sch.uk or telephone the school attendance line on 020 8872 8900. Please include your child's full name and tutor group in any email you send or message you leave as well as a brief reason for their absence. For telephone messages, please speak clearly and also include your telephone number. If no notification is received, we are required to check the reason for absence, therefore you will be contacted by the school. If you receive an email or a telephone message from the school regarding your child's attendance, please respond as soon as possible.

Appointments

Medical and dental appointments should be made outside of the school day whenever possible. Evidence of appointments which have to be made during the school day must be supported by an appointment card. If it is not possible to make the appointment outside of the school day, students should attend school prior to, and/ or following the appointment to avoid a full day's absence. In addition to informing us of the appointment as detailed above, you should write a note in your child's linkbook so that they can excuse themselves from their lesson and make their way to reception to meet you.

You are expected to collect your child from the school reception if they need to leave for any reason during the school day. They must also be collected if they are going home sick. Students in Years 7 - 11 are not allowed to leave site unaccompanied at any time during the school day.

Lateness & Punctuality

Being on time for school is one of our key expectations for students. It is best practice to have your child arrive at 8:30am giving sufficient time to prepare and organise themselves ahead of registration which commences at 8:45am. Students that are late to school twice in one week will be given a 30 minute after school SLT detention. You will be notified of the detention via Satchel One prior to the detention taking place. Failure to attend this detention will result in a 60-minute detention and failure to persistently attend SLT detention will result in internal exclusion.





Where a child is significantly and persistently late over the course of a 10-week period may result in an educational penalty notice incurring a fine. I am sure you will agree that punctuality is of great importance and through a consistent approach with the school and home we are confident that our students will achieve the high standards we expect of them.

Absence for Religious Observances

In line with Harrow Council's policies and having taken advice from SACRE, the school has limited the number of religious days that may be taken as an authorised absence to 3 days per school year. These may not be taken consecutively. If your child is absent due to religious observance, please inform the school in the normal way as detailed above.

Expectations

We have a minimum expectation of 96% attendance for every child. When a child's attendance falls below 90%, the level at which a secondary school is seen to be failing by OFSTED, the Attendance Office in partnership with the local council will investigate and take action. This may include the issuing of a Fixed Penalty notice or a referral to Children's Services.

In order to achieve the required standard, we ask for your support in getting your child into school when they are feeling a bit under the weather. We are not only fostering good habits such as resilience for the world of work but also supporting their attainment. Extensive research has been done to demonstrate the link between poor attendance and poor attainment. It has been shown that 17 missed school days per year (approximately 10%) equates to a drop in achievement of 1 GCSE grade per subject.

We would like to thank you for all of your support in encouraging your children to attend school regularly and punctually.

Yours sincerely,

Mrs B Chetanwala
Attendance Officer

Mr A Ahmed
Deputy Headteacher

