



**Kemnal
Technology
College**

01 July 2022

Dear Parents/Carers

ATTENDANCE

You will know that one of the College's biggest priorities is around attendance. If your child is not in school, they cannot learn. If your child is persistently absent, they will miss out on vital information in lessons and this then impacts them being able to catch up.

I cannot emphasise enough that regular attendance is one of the most powerful ways you can prepare your child for success as it enables teachers the opportunity to support your child to reach their full potential.

If your child is not well, it is asked that you notify the College before 8.30am by calling 020 8300 7112 then press 1, for the Absence Line, on each morning of absence. This will then ensure you do not receive texts alerting you that your child has not attended school. You will also need to provide a letter of explanation or note in the student planner when your child returns to the College.

I remind you that the College's minimum expectation of attendance is **96.5%**. *(Please remember that an attendance of **96.5%** is still equivalent of your child having missed **six school days** in one academic year or one day each half term).*

If your child's absence falls before the College's expectations, you will be referred to SEAAS (South Eastern Attendance Advisory Service) in the first instance. This is an external agency that supports the College by tracking and monitoring every student who has an attendance concern.

With immediate effect, we will now look to hold parents responsible by insisting that the Local Authority issue Fixed Penalty Notices to those that do not engage with the process or when there is not an improvement in attendance.

If you have any concerns with regard to your child's attendance then I encourage you to speak to your child's Form tutor or Head of Year.

Yours faithfully

Ms Emma Wride
HEAD OF SCHOOL

Mr Stuart Smith
EXECUTIVE HEADTEACHER

www.ktc-tkat.org

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