



# Maidstone Infant School

Executive Head Teacher: Mrs Lizzie Girling

Head of School: Lucy Thompson

Enjoy  Achieve  Thrive

Dear Parent/Carer

May 2018

## **ATTENDANCE**

Your child is very important to us and we strive to ensure that they can enjoy their learning, achieve fantastic results and develop into healthy and happy members of the community.

When your child is absent, through odd days off due to illness (which will require medical evidence), short breaks/holiday, birthdays or other reasons; this has an impact on their attendance and learning that they will miss through absence.

If we do not hear from you on the first day of absence, a First Day Call is made, followed by a Parent Mail email/text, to establish the whereabouts of your child as part of our Safeguarding Policy. Please make sure you contact the school via the telephone number below and speak with the office staff or leave a message; alternatively, leave a message on the Absence Text line on 07703883500.

It is vital to keep the office informed if your child has a medical appointment: evidence will be requested to verify the appointment so please ensure you ask for this documentation from the medical practice. Also, try to ensure you make these appointments after school or during the holidays to maintain a good attendance record.

If you are planning a holiday, please remember to check the website for term dates as unless the absence is for exceptional reasons (check the website for these), the absence will be unauthorised and may result in a referral to the local authority for a Penalty Notice. Please ensure you obtain a Leave of Absence form from the office, a minimum of 2 weeks before the absence, to keep us informed of your plans and to ensure the attendance register is up-to-date. Children under 5 are not of compulsory school age; however we would encourage setting a good routine from an early age regarding attendance from Nursery to Year 2, which will assist in transition to Causton Junior School in Year 3 and beyond. Failure to notify us of your absence will automatically be unauthorised and will be investigated as detailed above.

Thank you for your continued support. If you wish to discuss any issues, please contact the office so an appointment can be made.

Yours sincerely

Mrs L Thompson  
Acting Head of School

Maidstone Road  
Felixstowe  
IP11 9EG  
01394 283375

[maidstoneadmin@maidstoneandcauston.org](mailto:maidstoneadmin@maidstoneandcauston.org)