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13<sup>th</sup> October 2021

Dear Parents/Carers

## Excellent attendance means fulfilling potential

Temple Mill is committed to ensuring all children achieve their full academic potential and believe that good attendance means good learning.

The positive impact that regular attendance has on a child reaching their full academic potential and the benefits this brings to emotional and social well-being. The school's expectation for pupil's attendance is at least **96%**.

The school, in conjunction with Medway Council Attendance Advisory Service to Schools and Academies (AASSA) will be monitoring your child's attendance. In the event of 10 unauthorised sessions recorded, a referral will be made to AASSA.

The 1996 Education Act clearly states, "If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/carer of the child shall be guilty of an offence". The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a penalty notice being issued.

The school will always seek to work with families to improve attendance but have been advised that in the event of 10 unauthorised sessions being recorded, a referral may be made to AASSA. If your child incurs 10 sessions of unauthorised absence in a six-school week period, a penalty notice may be issued resulting in a £60 penalty notice, increasing to £120 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.

I do hope that you will work with us to continue to improve attendance for the benefit of your child's education.

Yours sincerely

Mrs L Lewis  
Executive Headteacher (Primary)

Mr D Bignell  
Co-Head of School



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