

Alderwood Primary School

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Website: www.alderwood.greenwich.sch.uk

Executive Headteacher: Jo Gordon

Co-Heads of School: Katie Cutajar and Natasha Tilley



FAST TRACK TO IMPROVED ATTENDANCE

7th September 2015

Dear Parent/Guardian

The **Royal Borough of Greenwich** and **Alderwood School** are following Government guidance and implementing the '**Fast Track**' scheme in this school from September 2015.

The scheme requires that all problems which would affect a pupil's school attendance be dealt with promptly. Therefore if your child meets the criteria you will be informed by letter and will be required to discuss this matter further with us.

In order to avoid any confusion if your child is away for legitimate reasons please ensure you follow this guidance:

1. Telephone the school immediately on the 1st day that your child is too ill to attend and follow it up with a letter upon your child's return.
2. Wherever possible make any dentist/doctor/hospital appointments outside of school hours.
3. Do not keep your child away from school if there is an issue in school; contact the school to discuss the problem with a senior member of staff.
4. Do not keep your child away from school for unnecessary reasons, i.e. birthdays, holidays, relatives' visits, shopping trips, your own ill health.

Yours sincerely

Mrs K Cutajar
Head of School

Miss N Tilley
Head of School

For Information – Failure to ensure regular and punctual school attendance may result in the issuing of a penalty notice under **Anti-Social Behaviour Act 2003** and/or prosecution under **section 444 of the Education Act 1996**.