



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: admin.office@farnborough.bromley.sch.uk

Website: www.farnboroughprimary.co.uk

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

Dear Parents/Carers,

We hope that you and your families had a wonderful Christmas and we would like to wish you all a very Happy New Year. We are really looking forward to a successful and happy term with your children.

As a school, we have been focussing on aspects that need further development in order to maximise the children's potential. One of these areas is attendance as our overall figure has dropped significantly. Over the past term we have had a lot of requests for leave of absence. Please find attached the school's attendance policy which states:

'Head Teachers are not allowed to authorise absence from school unless there are exceptional circumstances'. (School Attendance:Guidance for Schools, November 2016).

Below is a list from our policy of what constitutes an authorised and unauthorised absence.

AUTHORISED ABSENCE	UNAUTHORISED ABSENCE
<ul style="list-style-type: none"> ▪ Illness of child. ▪ Medical/dental appointments. ▪ Performing rights, eg theatre productions with a licence. ▪ Examinations for dance, music, etc. when they can't be arranged out of school hours. ▪ Family bereavement. ▪ Exceptional family circumstances. ▪ Religious Festivals. 	<ul style="list-style-type: none"> • Illness of parent. • Day trips or long weekends. • Unexplained absence from school. • Birthdays or similar events.

As you will also see from our policy, if your child's attendance has fallen below 95% during the last term you will receive a letter from the school. These will be sent out over the next week. These letters are for your information; however, where the school does have concerns, a meeting will be arranged.

Thank you for your continued support in this matter.

Miss A James

Mrs C Browne

Head Teacher

Head of School



Farnborough Primary School is a member of **Nexus Education Schools Trust**

Nexus Education Schools Trust (NEST) is a charitable company limited by guarantee and registered in England and Wales
Company Number 08753719.

The registered office is at Farnborough Hill, Farnborough, Kent BR6 7EQ.

National Support School
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