



Bligh Primary School
Bligh Way, Strood, Rochester, Kent ME2 2XJ

Head of School: Mr C Markham BSc(Hon), NPQH

Tel: 01634 336220

email: office@blighfed.medway.sch.uk

Website: www.blighprimaryschool.co.uk

09th May 2019

Dear Parents and Carers,

Bligh Primary School understands the importance of attending school regularly and promptly. We aim for 100% attendance from each pupil, across the whole school.

We define levels of attendance as:

- 96% – 100% = Expected Attendance
- 90% - 95% = Monitored Attendance
- Less than 90% attendance is classed as persistent absence

Excellent attendance when at nursery, not only maximises learning opportunities and promotes and ethos of high achievement but also prepares children for starting school.

In the event that your child is unable to attend school, please email the school by 09:00am on each day of absence and include the following information:

- Name of Pupil;
- Class and
- Reason for Absence.

As part of our safeguarding responsibilities, if a child is absent and the school has not received contact with an explanatory reason for absence, a member of staff will endeavour to contact a parent, carer or guardian.

Due to the busy morning routine in school and the need to ensure our pupils are safe and settled in class, we are sure you understand that teaching staff are unable to pass on information about absences to the Administration Team.

To report a child's absence in the first instance please email: Absences@blighfed.medway.sch.uk. Alternatively, if you prefer, please call the school office on 01634 336220. Please be advised that during busy periods and when all telephone lines may be engaged you will be asked to either leave a message or Email the absence address.

Yours sincerely

Miss E Shea
Assistant Headteacher