



Ravens Wood School

Ravens Wood School, Oakley Road, Bromley, Kent, BR2 8HP
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NMC/awi

11th October 2024

Dear Parents/Carers,

We believe that regular attendance and punctuality are vital for our students' academic success and overall development. We want to share our updated Attendance and Punctuality Strategy, aimed at fostering a culture of responsibility and engagement among our students.

Key Objectives of Our Strategy:

1. **Promote Regular Attendance:** We recognise that consistent attendance is crucial for learning. Our goal is to ensure that every student attends school regularly, maximising their opportunities for growth.
2. **Encourage Punctuality:** Arriving on time is essential for students to start their day positively and fully engage in classroom activities. This also includes arriving promptly to lessons to ensure they are making the most of every single lesson

How You Can Help:

- **Establish Routines:** Encourage a consistent morning routine that includes time for preparation and travel to school
- **Prioritise Attendance:** Emphasise the importance of being at school every day unless unwell
- **Stay Engaged:** Monitor your child's attendance and communicate with our attendance team if you have concerns – attendance@rws.uk.net

Late to Lessons

Level	Sanction
Late 3-4 times a week	30 minute Level 2
Late 5-7 times in a week	60 minute Level 3
Late more than 8 times in a week	90 minute Level 4

Late to School

Arriving between 8.30am and 8.59am is recorded late to school

Late to school before 9am	Sanction
Twice in a week	30 minute Level 2
Three times in a week	60 minute Level 3
Four or more times in a week	90 minute Level 4

Late to school after 9am	Sanction
Every time this occurs	90 minute Level 4

It is common for further education institutions, training partners and employers to request attendance and punctuality data as part of the reference process and we want to be able to provide a positive picture for our students. Thank you for your ongoing support. If you have any questions regarding our Attendance and Punctuality Strategy, please do not hesitate to contact us – sixthform@rws.uk.net

Yours Faithfully,

Mr N McCartney
Assistant Headteacher



IMPACT Multi Academy Trust

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