

24<sup>th</sup> September 2025

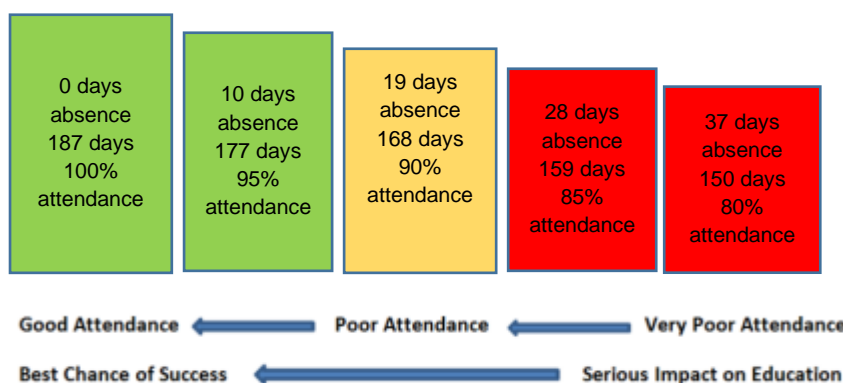
Dear Parents/Guardians,

Loose Primary School is committed as a school to continuing to raise the achievements of all our students.

Good attendance and punctuality are essential for students to be successful and to get the most out of their school experience; this includes not only their education but also the development of friendships and their wider wellbeing. Poor attendance and punctuality can adversely affect a student's ability to achieve their best during their time at school.

As a school, our expectation is that pupils achieve an attendance of 97% and above. **The Department for Education classifies attendance below 90% as persistent absence.**

There are 365 days in a year and 187 days in our school year. This leaves 178 days for holidays, shopping, birthday treats and non-urgent medical appointments.



The attendance team track attendance throughout the year so that we can work with families to understand the reasons for absence and help improve where necessary. Letters will be sent termly relating to your child's attendance if it has fallen below 96%. The aim of these letters is to keep parents/guardians informed and work with you to help minimise further absences.

The school completes a statutory return to the attendance team at KCC on a monthly basis for unauthorised absences and termly for persistent illness. We will advise you when such a referral is made for your child.

We would be very grateful if Parents/guardians would support us with the following:

1. Please report all absence before 8.45am by emailing [absence@loose-primary.kent.sch.uk](mailto:absence@loose-primary.kent.sch.uk) or by phoning the school office and leaving a message on the absence line (please do not email the school office). Please leave your child's name, form and the reason for their absence. Kindly remember that you are required to leave a message daily if your child's illness continues.
2. If your child is late, arriving after 8.55, they must sign in at the main reception before going to their classrooms, this is so that we can safeguard all children on the school site in case of emergency.



# Loose

## Primary School

Mr Trevor North  
Headteacher

T 01622 743549

F 01622 746214

W [www.loose-primary.kent.sch.uk](http://www.loose-primary.kent.sch.uk)

E [office@loose-primary.kent.sch.uk](mailto:office@loose-primary.kent.sch.uk)

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3. Children must be signed out when leaving for appointments and signed in when they arrive at school after an appointment, this is done via the main reception.
4. Any future absence, for medical appointments, sporting & extracurricular activities or requests for leave of absence, must be submitted to [absence@loose-primary.kent.sch.uk](mailto:absence@loose-primary.kent.sch.uk) for authorisation. Please do not send these to the school office email.
5. Please note that as a school we do not provide work for students who are absent for short term illness, or for unauthorised holidays.

Please note that authorised absences such as medical appointments and illness, will reduce your child's overall attendance as the student is physically absent from school.

If you have a concern regarding your child's attendance then please do not hesitate to contact Mrs Adam, our attendance officer or Mrs Dutch, our families community manager at [absence@loose-primary.kent.sch.uk](mailto:absence@loose-primary.kent.sch.uk) or by calling 01622 743549. We will be happy to help.

Kind regards

Mr Trevor North

Headteacher