



Building Personal Success



Brampton Primary School
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Mrs P Kettory
Headteacher

Friday 13th January 2023

Dear Parent/Carer,

IMPORTANT PLEASE READ
NEW Reporting absences

We greatly appreciate and value feedback from parents and carers. In light of this, we will be streamlining our system for reporting absences, so the process is more efficient and timely.

From Monday 6th February 2023

All communication with regard to absences will need to be done via the **MyEd messaging app**

- before 9am each day your child is absent
- providing medical evidence (photo of prescribed label/prescription)

After the 3rd day of absence, if no medical evidence is provided, this will be recorded as unauthorised absence until proof is received.

The school will no longer accept:

- phone in
- a voicemail message
- an email (attendance, info or Attendance officer)

MyEd messaging app

Please download on either **Apple** or **Android** devices using the **QR code below**
(www.myedschoolapp.com)

The main priority contact should be the person responsible for reporting absences, and therefore the one who sets up **MyEd**.



Please visit the school office reception if you require help

- visit between 9:30am and 3pm
- from today to Friday 27th January 2023

If parents and carers have not reported a child as absent

A member of staff from the school office will be required to make a telephone call.

We must have a reason for absences to adhere to the attendance requirements set by the Department for Education. Please note that if we have no contact from parents or carers in relation to a child's absence for 48 hours, we will conduct a home visit. This is to ensure the safety and wellbeing of our pupils and is in line with our safeguarding policies.

Persistent absences

The number of pupils currently classed as persistently absent (missing 10% or more of their education) at Brampton Primary School is above the national average. Losing out on education to this extent has a significant impact on a child's attainment, progress and wellbeing, which is why we are so keen to highlight it.

***Children should be in school wherever possible and only absent when strictly necessary.
For this reason, we will be unable to authorise the vast majority of absence requests during school term time.***

Exceptional circumstances

It is up to the headteacher to decide whether a request for leave meets the criteria for exceptional circumstances or special consideration. For example, sudden loss of housing through eviction or domestic violence. In this instance, leave will be granted up to a maximum of 3 days but will be reviewed case by case basis.

Making a leave of absence request

All requests for leave must be made in writing in advance by the parent or carer to the headteacher. **Please collect a Leave of Absence form from reception.**

A fixed term penalty notice will be applied for any unauthorised leave of absence by the Headteacher after the third day. These are issued by the Attendance Management Service.

Brampton Primary - Rights Respecting School

We hope that simplifying the process allows us to target support to those families who require it and reduces the number of children who fall into the persistent absence bracket. We trust that by moving to one process, parents and carers will also enjoy improved communication with the school. Most importantly, we want all stakeholders to work together to ensure every child's right to education is upheld

**Article 28 of the UN Convention on the Right of the Child:
Every child has the right to a good quality education.**

If you have any questions, please send them in via email to info@brampton.newham.sch.uk.

Thank you for your support.

Yours faithfully,

**Alex Wedgbury
Assistant Headteacher**



**Rights Respecting School with UNICEF UK
Promoting and deepening children's understanding of one of the
54 Rights Respecting Articles.**