



Knights Enham Schools

King Arthurs Way, Andover, SP10 4BS

T (Juniors): 01264 394777 / **(Infants):** 01264 352151

E: adminoffice@knightsenham-jun.hants.sch.uk

E: adminoffice@knightsenham-inf.hants.sch.uk

W: www.knightsenhamfederation.co.uk

Executive Headteacher: Mr D Whitehouse BA(Hons)

Sept 2025

Dear Parents/Carer

As we begin a brand-new school year, I would like to extend a warm welcome to all of our families—both returning and new. We are excited about the opportunities this year holds for your child’s academic and personal growth.

One of the most important ways you can support your child’s success is by ensuring they attend school every day and arrive on time. Regular attendance lays the foundation for learning, helping children stay on track with lessons, build strong relationships with their teachers and peers, and develop a sense of responsibility and commitment.

Missing even a few days can make it difficult for children to keep up with classroom instruction, participate in important discussions, and build the skills they need to succeed—not just in school, but in life. Every day truly counts.

0 DAYS OFF	100%	PERFECTION – GREAT ACHIEVEMENT
4 SCHOOL DAYS OFF EACH YEAR	98%	IMPRESSIVE
7 SCHOOL DAYS OFF EACH YEAR	96%	NEARLY THERE
9 SCHOOL DAYS OFF EACH YEAR	95%	CAN BE IMPROVED You will receive a letter from Welfare Officer expressing their concern
11 SCHOOL DAYS OFF EACH YEAR	94%	NEEDS IMPROVING Expect a phone call from the Welfare Officer
20 SCHOOL DAYS OFF EACH YEAR	90%	SERIOUS CONCERNS <u>Classed as persisant absentee.</u> You will be invited in for a meeting with the Welfare Officer
30 SCHOOL DAYS OFF EACH YEAR	85%	RISK OF PROSECUTION You will be invited in for a meeting with the Welfare Officer and Headteacher.
38 SCHOOL DAYS OFF EACH YEAR	80%	

We understand that illness and emergencies can sometimes make attendance unavoidable. In those cases, please communicate with the us as soon as possible.

At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

‘Together We Achieve’





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You can report an absence by calling the school office and speak to a member of office staff (voicemail available out of hours) on infants 01264352151 or junior 01264394777. You can also email absence notifications to the infants: adminoffice@knightsenham-inf.hants.sch.uk or to the junior: adminoffice@knightsenham-jun.hants.sch.uk

You must state the reason for the absence and your child's name and class.

Registration Process

08:45 The classroom doors open and the school day begins.

09:00 Classroom doors close and the school day starts. The register is taken. Any children arriving after this time will need to go through the school office and will receive a Late mark (before registers closed) on their attendance record.

09:30 Any children arriving after this time will be marked as a 'U' - Late after registration closes, this is an unauthorised mark.

Absence

A child not attending school is considered a safeguarding matter, this is why information about the cause of any absence is always required. It is the responsibility of parents and carers to contact school as soon as possible **every** day of absence by telephone or email. A voicemail message is acceptable. Messages should not be passed on through siblings or family friends.

If we are not informed of a child's absence by 09.30am on the day of absence we will:

- Telephone, text and email parents/carers or others on the list of contacts we hold on school records until we have established the whereabouts of the child.
- If we have not located the whereabouts of the child by 10am a home visit will be actioned (we will send a text and email to inform you a home visit will be made).
- If the child is not seen and contact has not been established with any of the named contacts you have provided us with within 24hrs the DSL will be notified who will then contact the local authority¹ and work with them to establish the child's whereabouts.

Let's work as a team to make this year a successful and enriching one for your child. Thank you for being an essential part of our school community and for supporting your child's education by making school attendance a priority.

If you require any assistance regarding your child's attendance or have any concerns, please feel free to contact our Welfare Officer.

Yours sincerely

Mr Daniel Whitehouse
Executive Headteacher

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