



October 2014

Dear Parent/Carer,

ATTENDANCE GUIDANCE

We are writing to you because this academic year, 2014/15 we aim to have an attendance rate above the national average and to exceed our attendance target of 97%. Our target for punctuality is 100%. We think it is very important that all our pupils benefit from the maximum days of learning to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment. We are asking you to support the school by ensuring your child achieves excellent attendance.

Here are some of the ways in which you can help our school and your child achieve excellent attendance:

- You can make a request to the Headteacher in advance if you feel you have exceptional circumstances for your child to be absent during term time. No holiday leave will be authorised as advised by the Department for Education.
- We expect pupils to arrive at school on time. Late arrivals disrupt the education of others as well as cause unnecessary stress for your own child. Pupils will be marked as **late**, if they arrive to school after 8.30am. Any pupil arriving after 9am and without good reason will be marked as **unauthorised late** for the morning session.
- We do not expect pupils to come to school when they are sick, but those with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences.
- If you or your child are having difficulties that impact on their attendance, please make an appointment with a member of staff to discuss additional support.
- Parents should contact us on the first day of absence and speak to reception (which is open from 7.45am), giving the pupils name/class and reason for not being at school. It is a legal requirement that every absence is followed up with a letter on their return.
- Medical appointments where possible should be made after school and routine check-ups in the holidays. We would also re-iterate that all medical appointments must be put in writing with medical letter/appointment card attached at least 24 hours before the appointment.
- Only days officially set apart for religious observance by a relevant religious body can be granted as authorised absence.

We have an expectation that once we have notified a parent about our concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with our link Education Welfare Officer, and if necessary make a referral to Brent Education Welfare Service.



We have introduced a range of ways to celebrate those pupil's whose attendance is considered to be excellent. These initiatives include:

- Weekly recognition of the class with best attendance and punctuality.
- Half termly raffle for all pupils who have reached 100% in that half term.
- Termly awards given to those pupils whose attendance is 100%.
- At the end of the year the class attendance cup is awarded to the class with the best attendance.

For those pupils whose attendance falls below our expectations, Brent Council Guideline measures can be imposed on parents who are consistently late, have a low attendance record or who take holidays during term time. This could be in the form of a penalty fine or further legal actions. This can be imposed from the first day of unauthorised absence. As a school we are hoping to avoid any sanctions that may occur and would ask all parents to help us and their child to achieve the set attendance targets.

I thank you for your understanding and cooperation with this matter. If you have any questions or require further information please do not hesitate to contact the Primary Attendance Officer, Suneeta Nathan. In addition, the Academy's Attendance Policy is available to parents on our website.

We appreciate that this letter contains a large amount of information however we are required by Brent to clearly state the regulations surrounding attendance and punctuality. I would like to take this opportunity to thank all the families who ensure their children arrive at school on time, dressed in full uniform and ready for the day ahead. Your support is invaluable both to your child and to us as a school.

Yours sincerely,

I Doswell
Primary Headteacher