



Tuesday 1<sup>st</sup> March 2022

Dear Parents/ Carers,

**Attendance is very important. Each child must be in school every day.**

To help with this parent can:

- Aim for your child to have 100% attendance.
- Make a request to me in advance if you feel you have exceptional circumstances for your child to be absent during term time, however permission may not be given and my decision is final.
- Ensure children arrive at school on time. Late arrivals disrupt the education of others. Pupils arriving after the register has closed will be marked in the register as having an unauthorised absence.
- Ensure children attend school even if they have minor coughs and colds.
- Avoid medical and dental appointments during school time.
- Make an appointment with a member of staff to discuss additional support if you are struggling to attend.

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.

The Education Welfare Service may issue a parent with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a minimum period of 16 weeks. If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £120 if paid within 28 days. This is reduced to £60 if paid within 21 days. Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted in court for their child's unauthorised absence. For further information a copy of our attendance policy is available to read in the school office or you can find the Education Welfare Service's Non-School Attendance, Education Penalty Notices, Local Code of Conduct on Brent Council's website [www.brent.gov.uk](http://www.brent.gov.uk)

**Miss Rachel Mollett**  
**Executive Headteacher**  
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