

LEOPOLD PRIMARY SCHOOL

Hawkshead Road

Harlesden, NW10 9UR
Tel: 0208 459 5654
www.leopoldprimary.co.uk
Email: admin@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett



Gwenneth Rickus

242-250 Brentfield Road
Neasden, NW10 8HE
Tel: 0208 961 5336
www.leopoldprimary.co.uk
Email: adminlgr@leopold.brent.sch.uk
Executive Headteacher: Miss Rachel Mollett

Thursday 30th June 2022

Dear Parent(s)/Carer(s),

As we approach the final weeks of the summer term, I would like to take this opportunity to remind you of the importance of your child attending school every day. Lost learning due to absence cannot be made up and often creates significant gaps in pupils' progress and attainment, impacting future opportunities and outcomes.

All pupils are expected to attend school up until the last day of the summer term – Thursday 21st July 2022. Despite the children finishing early on this day, their attendance is still counted and contributes towards their overall attendance figure for the academic year 2021-2022.

Please be reminded that if children are taken out of school to go on holiday during term time, then parents may be fined. As a school, we do not authorise term time leave except under extreme circumstances, therefore absences that are not medically related, will be recorded as unauthorised.

Please get in touch if you have any questions or queries in regards to the information contained in this letter, or if you are concerned about your child's attendance.

Thank you for your continued support; working together allows us to secure the best possible outcomes for your child at Leopold primary school.

Yours Sincerely

Natalie Melehi
Assistant Headteacher