



Monday 11<sup>th</sup> September 2023

Dear Parents / Carers,

### **ATTENDANCE**

It is very important that all pupils come to school every day. We ask you to support the school by ensuring your child achieves excellent attendance.

- We **strongly advise parents not to request holidays during term time.** If you have an exceptional reason you may apply in advance, however, permission may not be given and my decision is final.
- We expect pupils to **arrive at school on time, 8.45am.** Late arrivals disrupt the education of others and cause embarrassment to your child/children. Pupils arriving after the register has closed (8.55am) will be marked late in the register and **minutes late recorded as unauthorised absence.**
- **Medical and dental appointments** should be made in the holidays or after school unless there are exceptional circumstances.
- If **you or your child is having difficulties** that impact on his or her attendance, please make an appointment with a member of staff to discuss how we can help.

If your child is persistently absent this is a safeguarding concern and we will refer to you to social services and the Educational Welfare Officer (EWO).

The Education Welfare Service may issue parents with a **Formal Warning**, an **Education Penalty Notice (EPN)** or decide to prosecute if your child is persistently absent with 10% or more unauthorised absence over a 16-week period.

If you are issued with an EPN, you 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 are also issued for unauthorised term time leave to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted at Willesden Magistrate Court for their child's non-attendance at school for the period in the notice.

A copy of our attendance policy and Brent Council's Non-School Attendance, Education Penalty Notices, Local Code of Conduct is available to read in the school office or on Brent Council's Website – [www.brent.gov.uk](http://www.brent.gov.uk).

Yours Sincerely,

Mrs A. Patel  
Senior Deputy Headteacher

