



BARHAM PRIMARY SCHOOL

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Headteacher: Karen Giles

BARHAM FORMAL WARNING LETTER 2017/2018

Dear Parent/Carer

19^h September 2017

RE: Formal Warning or Education Penalty Notice

This year, **2017/18** we aim to have an attendance rate above the national average and to exceed our attendance target. It is very important that all our pupils benefit from 190 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. The school's data for **2016/17** shows that:

- **1,183** days were lost last year due to term time leave, authorised and unauthorised absence.
- **592** days were lost directly after and before the summer holidays.
- **3807** days were lost as a result of sickness.
- **299.5** days were lost as a result of medical appointments.

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

- Support your child to have **attendance of 100%**
- You can 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.
- We expect pupils to 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. The school attendance policy states the time that the attendance register closes in the morning: 30 minutes after registration;
- 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;
- Avoid medical and dental appointments during school time;
- If you or your child is having difficulties that impact on their attendance, please make an appointment with a member of staff to discuss additional support.

We have an expectation that once we have notified you about our concerns, you will ensure that your 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 you with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute you if you take your child out of school during term time without permission, or your child is persistently absent. If you are issued with an EPN, you risk receiving a fine from Brent Council of between £60- £120. Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in you being prosecuted at Willesden Magistrates Court for your 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 the Website www.brent.gov.uk.

Headteacher
Karen Giles