

West Twyford Primary School

Twyford Abbey Road, London NW10 7DN

Telephone: 020 8965 6858

Email: admin@west-twyford.ealing.sch.uk



Headteacher: Mr M. Shapland
Deputy Headteacher: Ms K. Collum
Assistant Headteacher: Miss R. Ahmed
School Business Manager: Mrs M. Leondiou

Dear Parents,

ATTENDANCE AND PUNCTUALITY

We hope you and your child(ren) are now settled into the new term and looking forward to the year ahead. One of our aims this year is to work with parents and carers to improve attendance and punctuality at the school.

We do realise that many of you are doing an excellent job getting your children to school on time and keeping absences to a minimum. However, as a school, we still see too many children arriving late and taking unnecessary time off.

Children being late for class means they miss out on their learning, and it disrupts lessons for the other children. We also know that children who miss a lot of days off school do not generally achieve high academic levels.

Parents and carers can help by:

- Keeping your child/children at home only because of significant illness.
- Aiming to be early, then there is more chance the child will be on time.
- Making arrangements for your children to attend school as usual if you are unwell.
- Not taking your child on holiday during term time.
- Arranging dental and doctor's appointments outside school hours.
- Making sure you know the school's term dates so your child does not miss the start of a term.
- Speaking to a member of staff if you are experiencing any difficulties in bringing your child to school.

Please be aware that planned absences will only be authorised in exceptional circumstances and only if you have applied in writing to the Headteacher. If the school does not know, or agree to a child's absence, parents can be issued with a fixed penalty fine. A copy of our attendance policy is available on request.

We will be rewarding all children with 100% attendance at the end of term.

Remember if you are having any problems with attendance or getting to school on time, please contact the school office.

Yours sincerely,

Mr Matthew Shapland
Headteacher



SCHOOL MEMBER

