

Dear Parent/Carer,



**RE: Formal Warning or Education Penalty Notice**

We are writing to you because this year, we aim to have an attendance rate above the national average and to exceed our attendance target. We think 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.

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

- Support your child to have attendance of 95% or above;
- 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: (e.g. 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 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 make a referral to Brent Education Welfare Service (EWS).

The EWS may issue a parent with a Formal Warning or an Education Penalty Notice (EPN) for unauthorised term time leave. If a child has unauthorised persistent absence of 10% or more over no less than 16 weeks the EWS have the option to issue an EPN or prosecute the parent. **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 at Willesden Magistrates Court for their child's non-attendance at school for the period in the notice. For further information 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,



**Gerard McKenna**  
Headteacher