



KRISHNA AVANTI

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KRISHNA AVANTI
PRIMARY SCHOOL
Camrose Avenue
Edgware
Middlesex
HA8 6ES

020 8381 3344
kapsharrow@avanti.org.uk
www.avanti.org.uk/kapsharrow

11th January 2017

Dear Parent/Carers,

Attendance, Absence Notification and Lateness Reminders

We hope you had restful Christmas break. As we are now into the Spring term of the year I thought it might be helpful to confirm some of the following procedures.

Attendance

Please can we remind all parents/carers that your child is expected in school on time every day. In exceptional circumstances where your child is very unwell (e.g. High temperature, diarrhoea, contagious illnesses) we would ask that you report any absence using any of the following methods:-

- By using the school absence link through the school website www.avanti.org.uk/kapsharrow or using the link below:
https://www.surveymonkey.co.uk/r/KAPSH_Absence_Reporting_Form
- By calling the school between 7.45am-8.15am on the school telephone number 0208 381 3344 and leave a message clearly stating your child's name, class, your relationship to the child, an explanation of the illness eg. Cold etc and contact number. If this is not done, we will presume your child is not in school and we will therefore need to follow procedures to ascertain the whereabouts of your child.

As we are now in the winter months and the associated onset of coughs, colds and sore throats unless they are very unwell we will expect your child to be in school as absence will affect your child's attainment and academic progress.

Appointments

Where possible you need to schedule any medical/dental appointments outside the school day or during our school holidays, the only exception to this would be orthodontist as we realise they only make appointments during school time. When there are exceptional circumstance and an appointment is required please can we request that the school is notified in writing no less than 24 hours in advance and where possible that they are booked at the beginning or end of the day to avoid any unnecessary disruptions to learning. If your child has to attend an appointment at the hospital, we request that you bring a copy of the hospital letter to the school office.

On-time attendance

We would like to confirm that your child is expected to attend school on time every day. School opens from 7.50am when a 'Soft Start' begins. Learning starts at 8.00am prompt.

Leave during term time

We are concerned that there has been a number of request from parents asking for leave during term time. Let me be clear that our school term dates allows sufficient time for parents to book holidays, birthdays, attend weddings, family events aboard or religious ceremonies. I will therefore not be approving such leave and have now formally removed the 'Leave request' form. If parents wish to request leave due to **exceptional circumstances**, you would need to book an appointment to meet with me (on Friday between 7:40am – 8.00am) and bring along proof for your request of leave e.g official documentation to support special leave. Please note that any appointments must be booked in advance.

Penalty Notice for unauthorised absence

Having met with the Education Welfare officer at Harrow Council we have been advised to issue parents with a formal warning that they may be at risk of receiving a Penalty Notice because of their child's unauthorised absence at school e.g should children have more than 3 unauthorised absences against their attendance which includes punctuality and lateness.

Statutory guidelines from the Department for Education clearly states that under Section 444(1) of the Education Act 1996 states, "..If a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, his parent is guilty of an offence". Section 444A of the Education Act empowers the Local Authority to issue a Penalty Notice where it has reason to believe that an offence under section 444(1) has been committed. The fine is £60 if paid within 21 days, increasing to £120 if paid within 28 days. Payment of the notice will discharge your liability for the non-attendance of your child(ren) for this period. Non-payment will lead to a court hearing for the original unauthorised absences.

We have attached Harrow Council's Attendance Leaflet 'questions and answers' for your information (this can also be found on our website). It is very important for all pupils to benefit from 95% and above attendance to ensure they make progress and achieve the results they should. We are asking you to support the school by ensuring your child achieves excellent attendance.

If you would to discuss anything further, please do not hesitate to contact me. We are sure that by working in partnership we can support your child with their learning.

Yours sincerely



Mrs B Rai
Principal