

Primrose Hill Primary School

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Thursday 9th November 2017

Dear parents.

At Primrose Hill, ensuring high attendance and punctuality for all is a priority. We want to make sure that all children receive a full-time education that will maximise all learning opportunities. As you will know, regular school attendance means that children make better academic progress and have improved well-being. Our aim is to get over 95% each week, and by the end of the year to have an overall attendance over 95%.

You might have had a discussion about your child's attendance in the parents meetings this week or have spoken to myself or Lyra, who is our Attendance Officer, about your child's attendance.

We would like to remind you that we have a legal duty to ensure that all children are attending school each day. Our Education Welfare Officer has given the following guide for expected attendance:

How well is your child doing according to their current attendance percentage?

100%	Perfect -the best they can possibly be!
98 - 99%	Excellent
95 - 97%	Good
90 -94%	Needs to improve and will be monitored closely within school
89% or less	Poor - this will lead to a referral to the Education Welfare Officer, a subsequent meeting and potential legal action from the local authority.

We want to help where we can and have many *incentives planned to reward children who have 100%* attendance each week, as well as children who have *improved their overall attendance*.

If your child is severely sick, we ask that you provide evidence of illnesses so we can fully understand the needs of your child and provide support where necessary. You know whether your child is fit enough to come to school.

The evidence could be:

- GP / Hospital appointment card / text
- Prescription
- Pharmacy note
- Information from a healthcare professional about your child's long term medical condition

Please note that Camden Education Welfare Service are very clear in their advice to us that regular 'minor ailments' such as: 'upset tummy', 'headache', 'temperature' or 'cold', are not good reasons for keeping your child out of school for more than a few days. **Please help your child to achieve their best by making sure they are in school every day and on time.**

Thank you for your support with this. Please feel free to come and speak to myself, Lyra or any member of the SLT if you have any questions and concerns.

Kind regards,

Mireille Alwan
Assistant Headteacher

Head Teacher: Robin Warren