



Dear Reception Families (Cohort 2019-2020),

School attendance is monitored carefully throughout the whole school, from Reception to Year 6, to ensure that children are attending regularly.

It is vital that all Reception children are in school every day, regardless of whether or not they have reached compulsory school age. [Regular attendance enables good learning and socialisation habits to be formed and will help to ensure that all of our pupils have the greatest opportunity to develop these very important skills early to prepare them to be successful with their education.](#)

We understand there will be occasions when it is necessary to keep your child home due to illness. When this is the case, please contact the school on **0208 353 4160** as soon as you have made the decision not to send your child in. We would also ask that all non-urgent medical appointments are arranged out of school time. In addition, can we please remind you that holidays must not be taken during term time as the law prevents schools from granting any leave of absence unless there are '[exceptional circumstances](#)'.

For any further information, please refer to our [Attendance Policy](#), which can be found on the school website.

Our aim is to ensure each child is able to reach their full potential and we ask for your support in ensuring your child attends school regularly.

If you would like to discuss your child's attendance or are experiencing any difficulties you wish to make us aware of, please do not hesitate to contact us.

Yours sincerely,

Madame Kathryn Hazzard, Attendance Officer

Madame Kay Neve, Education Welfare Officer

Dr Sebastien Chapleau, Headteacher