



## Holy Trinity C. of E. Primary School

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**Headteacher: Mr. D. R. Norris**

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21st October 2008

Dear Parents,

We are very glad to see how quickly and happily everyone has settled into the new term.

We have received the following directive from the Education Welfare Service at the London Borough of Hillingdon.

It says that the Department for Children, Schools and Families (DCSF) in liaison with OFSTED are firmly focusing upon good punctuality and good attendance for pupils. As outlined in a letter from the Director of Education, *"It is widely known that the link between a student's attendance and attainment is irrefutable."*

The initiative introduced by the DCSF and OFSTED is entitled **Persistent Absence (PA)**. It will measure whether a school requires support from the DCSF and the local authority in order to ensure each child receives the maximum possible educational entitlement.

PA is applied to *"any pupil who attends 80% or less of all possible sessions, regardless of reason"*. Children attend school for 190 days per year so it is crucial that we continue to work together to ensure the best possible attendance.

With immediate effect, we are required, on a fortnightly basis, to identify children whose attendance falls below 90% and write to parents to avoid the matter escalating.

Any children identified at any fortnightly review as having less than 80% attendance, irrespective of the reason, must be referred the Education Welfare Service. The school will introduce an action plan and inform the Education Welfare Service. The E.W.S. may elect to hold an Attendance Panel to consider the attendance of specific pupils.

At Holy Trinity, we are fortunate that we can count on your absolute support and can work together to prevent such a situation arising. We thank you for subscribing to the home-school partnership that supports our mutual aims to ensure every child's best interests are served.

### **After School Collections**

We equally support the partnership, but politely point out that there are no *in-school* facilities to care for children after 3.15. We fully acknowledge that there may be occasions when parents are unavoidably late. We welcome a brief call from you and will happily ensure that your child(ren) waits in the foyer.

However, where parents are regularly late or, for example, collecting older children from secondary school first, we remind you that as indicated in our letter of 21<sup>st</sup> April 08, with effect from 3<sup>rd</sup> November 2008 children who remain uncollected by 3.30 will, where possible, be cared for by the "Cool Kids" After School Club who will make a pro-rata charge for the care.

Similarly, please ensure that children are collected promptly after extra curricular clubs and activities. Thank you.

### **Exceptional Leave**

We have previously advised that no exceptional leave (holidays) can be granted for Pupils in Years 2 and 6 due to SATS. ***However, in line with new local authority legislature, Headteachers may not grant exceptional leave in any year group.*** *Local authority guidance says that Reasons for 'Exceptional Leave' should be logged on the student's record and shared as part of the transfer / transition process to secondary school."*

### **Attendance Award**

We fully encourage good attendance and punctuality and wholly support the PA initiative. As an incentive, we have purchased an 'attendance cup' that classes will compete for. The class which achieves the best percentage attendance during a half term, will hold the award for the following half term.

**It is essential that parents acknowledge receipt of the important information contained herein. Please sign and return the attached slip to confirm your acceptance of this letter and that you have noted the content. Thank you.**

If you require any further help or information, please do not hesitate to telephone.

Yours sincerely,

***The Admissions Committee of the Governing Body of  
Holy Trinity C. of E. Primary School***

A copy letter of the letter dated 21<sup>st</sup> April 2008 is attached for new parents. It is also available to others upon request.

## ATTENDANCE and PUNCTUALITY

Please return to the School Office via your child(ren)'s class teacher.

I confirm that I have received the letter regarding

- ❖ Persistent Absence
- ❖ Exceptional Leave
- ❖ Late collection of children

and I have noted the content.

Signed: \_\_\_\_\_

My child(ren)'s name(s):

_____	Class: _____
_____	Class: _____
_____	Class: _____