



**AVANTI HOUSE**

EXCELLENCE · VIRTUE · DEVOTION

**2020-2021**

**ATTENDANCE POLICY**

**'Educational Excellence  
Character Formation  
Spiritual Insight'**

	<b>Name</b>	<b>Date Approved</b>	<b>Review Date</b>
<b>Principal</b>	<b>Mrs Shriti Bellare</b>	September 2020	September 2021
<b>Chair of School Stakeholders Committee (SSC)</b>	<b>Mrs Bhavana Chauhan</b>	September 2020	September 2021

## **CONTENTS**

	<b>Page</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Associated Policies and Procedures</b>	<b>3</b>
<b>3. Monitoring, Reviewing and Evaluating our Practice</b>	<b>4</b>
<b>4. Principles</b>	<b>4</b>
<b>5. School Procedures</b>	<b>5</b>
<b>5.1 Proactive School systems</b>	<b>5</b>
<b>5.2 Tracking, Monitoring and analysing Attendance</b>	<b>6</b>
<b>5.3 Safeguarding</b>	<b>6</b>
<b>6. Lateness and Punctuality</b>	<b>6</b>
<b>7. Referral to the Early Intervention Services</b>	<b>6</b>
<b>8. Children Missing Education</b>	<b>6</b>
<b>9. Staff Training</b>	<b>7</b>
<b>Appendix A – Home School Books Extract</b>	<b>8</b>
<b>Appendix B – Attendance Interventions</b>	<b>10</b>
<b>Appendix C – Procedures for Primary</b>	<b>13</b>
<b>10. Templates</b>	<b>15</b>

## **1. Introduction**

Avanti House Primary School operates a unique approach towards improving levels of attendance and works in partnership with both our pupils and their families, in order to ensure that school attendance is the best that it can be. We recognise that good attendance can be influenced by a number of factors, and these are as follows:

- Emotional wellbeing, self-worth and self-esteem of our pupils;
- Relationships at different levels, extending into the home environment;
- Different forms of communication between different individuals and at each level;
- Pupil attitudes and engagement in their learning;
- Behaviour management systems which are employed to motivate pupils for good or better attendance levels;
- Staffing structures within schools;
- Pupil and/or family awareness;
- Tracking and monitoring systems;
- Health;
- Responses and consistencies in approaches;
- Ethos and culture of the organisation.

We believe that all pupils will only achieve academic excellence, character development and spiritual insight, if they attend school on a regular basis. Taking into consideration the above key factors and by adopting a *proactive, personalised and holistic* approach, specific interventions are carefully planned in order to address any attendance issues in a timely manner.

## **2. Associated Policies and Procedures**

This strategy should be read in conjunction with other closely associated policies and procedures:

Child Protection and Safeguarding;

Teaching and Learning Guidance;

Special Educational Needs and Learning Disabilities Policy

Health and Safety;

Anti- Bullying and Cyber Bullying;

Home School Agreement

Our approaches towards attendance are also reflected in the following:

- Staff Behaviour Guidance Pack;
- Staff/Pupil Induction Process;
- Home / School diaries;
- Pastoral care meetings;
- Weekly LABS meetings

### **3. Monitoring, Reviewing and Evaluating our Practice**

#### Yearly

This strategy and associated procedures will be monitored formally on a yearly basis, as an integral part of the schools Policy and Information List. It will also be informed by any legislative guidance and associated recommendations.

#### Everyday Practice

Associated procedures will be reviewed as an integral part of our everyday practice and this is reflected in the following:

- LABS meetings;
- Pastoral care meetings;
- Attendance monitoring;
- Senior Management Team Meetings;
- Staff Meetings;
- Parent/guardians/carers Meetings;
- Collective Worship, Celebration Assemblies;
- Our approach towards the curriculum.

The information that is generated as an integral part of the above procedures will be reviewed on a daily and weekly basis and feeds into all aspects of teaching and learning and the continued professional development of all staff.

When legislative changes occur with regard to any statutory, or non- statutory guidance and good practice, recommendations are circulated. The Lead Professional responsible for monitoring and reviewing this strategy is expected to bring these changes to the attention of the Principal and SSC for their consideration. Any further adaptations are consequently included and brought to the attention of all stakeholders.

All members of staff have clear responsibilities and roles with respect to attendance (see Appendices).

### **4. Principles**

We believe that in order to achieve the aims of the school and to enable effective teaching and learning to take place, good attendance is a necessity. Avanti House Primary School is based on inclusive principles that recognise and respect diversity, strive to promote equality and give both rights and responsibilities equal weighting.

This Attendance Strategy aims to develop in our students an acceptance of responsibility for their own attendance as they mature and grow. It also identifies ways in which we endeavour to remove barriers to ensure good or better attendance.

We seek to create an effective learning environment in the school that encourages good attendance at all times by promoting:

- The pupils self-esteem and self-worth;
- Healthy lifestyles;

- Self-reflection and students taking ownership where possible for their levels of attendance;
- Positive relationships based on mutual respect.

We seek to support this process of personal development by ensuring that:

- Our systems are proactive in their approach and demonstrate early intervention and prevention strategies.
- We create a safe and caring learning environment which is free from disruption, violence, bullying and any form of anti-social behaviour and is a 'fun' learning environment for all underpinned by the school's values.
- We work in partnership with our parents/carers and local community to develop a shared approach towards improving or supporting good or better attendance.

## **5. School Procedures**

### **5.1 Proactive School Systems**

#### ***Behaviour for Learning Policy***

The school has a unique approach towards behaviour management and this supports the development of pupil ownership at all levels. The emphasis on the creation of an orderly, but fun and safe learning environment for all pupils acts to encourage a deeper level of understanding and good or better attendance.

#### ***Home School Communication***

Our Home School Communication Books act to alert parents/carers as to how they can support good or better attendance. They also encourage self-ownership and growing self-awareness.

#### ***Parent/carer Support***

Parents/Carers are supported not only at an individual level but also in a more collective manner as a whole school. Parents/carers can speak to all members of staff regarding any concerns they may have about their child however the attendance is tracked daily by the school.

#### ***Pupil Support***

Pupil attendance is tracked on a daily, weekly and half termly/termly basis. The Student Council who represent the pupils meet regularly with relevant staff and Principal in order to discuss any whole school or individual issues that are arising that could impact on attendance. Individual support is offered to children via our Intervention Programmes and personalised learning programs, an integral part of the workings of the Inclusion Department.

#### **Whole School Developments**

Whole school approaches towards teaching and learning that act to engage all pupils on their learning journey are also in place.

### **5.2 Monitoring, Tracking and Analysing Attendance Data**

Attendance is monitored, tracked and analysed by the School Administrator and Attendance lead as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of learners are identified and interventions to support good or better attendance are implemented (see Appendix).

### 5.3 Safeguarding

All pupils who are registered on the schools Child Protection Register are monitored and tracked on a daily basis.

## **6. Lateness and Punctuality**

The school works in a proactive manner with our pupils and families and recognises that persistent lateness to school impacts very negatively on a child's learning, however, the school also recognises that there will be occasions where this may be unavoidable due to external factors or family issues. The Inclusion team work with all families on an individual basis in order to address any concerns surrounding the punctuality of pupils to school. The impact of action taken is tracked via the schools LABS meetings on a weekly basis.

## **7. Referral to the Early Intervention Services in accordance with Local Authority Guidance and Legislative Guidance**

If attendance patterns demonstrate cause for concern and school actions are having limited impact, the school will seek the advice of the relevant social services department and will complete a Common Assessment Form (CAF) in order to ensure a multi-disciplinary approach towards any attendance concerns. The formulation of a CAF could possibly result in warning letters to parents/carers of prosecution and the preparation and presentation of prosecution files to a court for non-attendance if attendance does not improve. If a child is absent without good reason (unauthorised absence) for a period of ten school days, or they demonstrate patterns of poor attendance the school will inform and work in partnership with the local authority and any associated agencies such as the Educational Welfare Officer to address any issues.

## **8. Children Missing Education**

### Pupils leaving the school but future provision not known

In some circumstances, parents/carers tell a school that they are withdrawing their child but are unable or unwilling to say where or how their child will continue his/her education. For example, the family might be relocating but be unable to secure a new school-place for the child in advance. It is important that our families get the support they need to secure their child's education and in this instance, the school will inform the local authority as soon as possible of the impending departure in order that appropriate arrangements are put into place and where appropriate, the authority will inform the pupils' home-authority. Once the pupil has completed his/her final day, the school will follow local authority procedures with respect to the safeguarding of the child.

### Failure to return after extended leave

Schools can only delete pupils who fail to return on the date they were expected back from extended leave **if they fail to do so within 10 school days**. However, the school must check that the pupil does not have a good reason for their absence, such as disrupted travel arrangements or illness, before attempting to delete the child from the register. The school and the local authority will make reasonable enquiry to locate the pupil before the deletion

is made.

If the pupil has a good reason to be absent, he/she will be marked authorised absence using the relevant Attendance Code. If, in the school's view, the pupil does not have a good reason, the parents/carers will be reminded of:

- the date the school said it expected the pupil to return;
- the parents' responsibility to ensure that the child attends school regularly;
- the possibility of legal sanctions against the parents/carers;
- the possibility of the school deleting the pupil from the school roll; and
- that the pupil must be marked unauthorised absence.

If, after making reasonable enquiry, the school is unable to contact the parents/carers or has any concerns about the pupil and his/her welfare, it will seek assistance from the local authority.

The outcome of both the school's and the authority's attempts to trace the pupil will dictate the next steps. If we are unable to find the pupil, the school will refer the case to the appropriate agencies. The school will delete the pupil from the school registers and, if it does so, it will transfer the student's information to the Lost Pupil database, as a safeguard against the child missing his/her education. If the pupil is located, the school will take steps to address the reasons for the pupil's failure to attend, accessing support from other agencies where appropriate.

#### Term Time Holidays

Avanti House Primary School takes into consideration the faith element of our school and this is reflected in our school calendar. The school does not endorse holidays being taken during term time unless it is an emergency.

#### **9. Staff Training**

Staff will have access to appropriate training and development sessions in order to ensure that all members are able to support good or better attendance in a proactive manner.

If children do not attend school regularly they will:

- Experience difficulty in keeping up with their learning.
- Miss out on a variety of activities.
- Not be fully prepared for any school assessments.
- Find it difficult to keep their friendships.
- Begin to lose confidence.

At Avanti House Primary School, we expect our children to attend school regularly and we will work with you, to ensure this is the case.

**IT IS ONLY A FEW DAYS!**

An attendance rate of 90% or above sounds impressive over the year, however, it actually means that your child only attends school 4.5 days out of every 5 days. If this continues to the end of secondary school, they will have missed half a school year! How do you think that will eventually impact on their exam results and their life chances?

What to do if my child is feeling under the weather?

1. Tell a member of staff if they come into school.
2. Remember, they may need to visit a doctor if their symptoms are severe or get worse.

**Question?**

Can my child attend school if they are complaining of some common ailments e.g. slight cold or tummy ache?

Have a look at the **attendance table**; there is plenty you can do to prevent both your child and others from becoming unwell.



### Attendance Table

Condition	Helping your child to attend school	Can my child attend school?
Colds/Flu	<ul style="list-style-type: none"> <li>-Make sure they learn to put their hand over their mouth when they cough or sneeze.</li> <li>-Encourage them to wash their hands regularly.</li> <li>-Encourage them to dispose of any used tissues hygienically – put them in a bin or down the toilet.</li> <li>-Make sure they eat a healthy diet with ample fresh fruit and vegetables.</li> <li>-You can give them different medicines to help clear a nose or soothe a sore throat.</li> </ul>	<p>Yes. Your child can attend school providing they do not have a high temperature or any other symptoms i.e. severe muscle cramps, high temperature, rash.</p> <p>Let your class teacher or a member of staff know that they are not feeling very well.</p>
Coughs	<ul style="list-style-type: none"> <li>-Cool drinks to soothe the throat.</li> <li>-Take medicine to help soothe the cough.</li> </ul>	<p>Yes. Your child can attend school, but make sure they see a doctor if the cough worsens or has difficulty with breathing. If the cough does not clear up after 6 weeks see a doctor.</p>
Earache, Migraine and Headaches	<ul style="list-style-type: none"> <li>-Your child may be sensitive to certain foods – talk to your GP or Nurse.</li> <li>-Do not allow your children to spend too much time straining their eyes i.e. too much television or computer work.</li> <li>-Take them for an eye sight test if they have not had ne for a while.</li> <li>-Get some medication from the chemist.</li> </ul>	<p>Yes. Your child can attend school, but do let your class teacher know who will keep a close eye on their progress.</p>
Stomach Ache	<ul style="list-style-type: none"> <li>-Encourage your child not to miss their meals and to eat regularly.</li> <li>-Do not allow them to eat too much of anything, especially things like sweets and sugary drinks.</li> <li>-Do things that will relax your child, as stomach aches can be caused by them feeling tired or could be an indication that there is something worrying them.</li> </ul>	<p>Yes. If you know what is causing your child's tummy ache and they have no other symptoms and have seen a doctor or nurse.</p> <p><b>ALWAYS refer to a doctor if their stomach hurts in one specific place.</b></p>

## Appendix B – Attendance Interventions

### Attendance Interventions

Attendance Percentage	When	Action	Templates	Who?
100%	Weekly Termly	<ul style="list-style-type: none"> <li>➤ Certificate of Excellence 100% attendance.</li> <li>➤ Office to provide 100% attendance list to Principal.</li> <li>➤ 100% Certificates distributed in whole school assembly.</li> <li>➤ Entry into a prize draw to win a book voucher.</li> <li>➤ Weekly attendance trophy for highest class attendance.</li> </ul>	<ul style="list-style-type: none"> <li>➤ L1 100% Certificate</li> <li>➤ L2 Prize letter</li> <li>➤ L3 100% letter</li> </ul>	Principal
98%+	Termly	<ul style="list-style-type: none"> <li>➤ Office to provide 98% attendance list to Principal</li> <li>➤ 98-100% attendance letter sent home</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter L4</li> </ul>	Principal
Below 96%	Weekly LABS reviews	<ul style="list-style-type: none"> <li>➤ L5 letter sent home.</li> <li>➤ Child moves from green to amber.</li> <li>➤ Weekly tracking of the child's attendance takes place until a positive trend can be seen.</li> </ul>	<ul style="list-style-type: none"> <li>➤ L5 letter</li> <li>➤ List given to school office to send home.</li> </ul>	Principal
Below 96% with no improvement	Weekly LABS reviews	<ul style="list-style-type: none"> <li>➤ L6 letter home.</li> </ul>	<ul style="list-style-type: none"> <li>➤ L6 letter</li> <li>➤ List given to Office to send home</li> </ul>	Principal
Still No improvement	➤	<ul style="list-style-type: none"> <li>➤ L7 Escalation letter and invitation to meet with Principal</li> </ul>	<ul style="list-style-type: none"> <li>➤ L7 Letter</li> <li>➤ Meeting</li> </ul>	Principal
Attendance patterns demonstrate a positive change in attendance	Half Termly	<ul style="list-style-type: none"> <li>➤ Congratulation letter sent home</li> </ul>	<ul style="list-style-type: none"> <li>➤ L8 Letter from one category to another</li> </ul>	
90% and below			<ul style="list-style-type: none"> <li>➤ L9 Letter</li> <li>➤ List given</li> </ul>	School Admin

		<ul style="list-style-type: none"> <li>➤ L9 letter home</li> </ul>	<p>to Office to send home</p> <ul style="list-style-type: none"> <li>➤ Meeting</li> </ul>	
General absence (not including holidays taken in term time)	Weekly reviews	<ul style="list-style-type: none"> <li>➤ Tracking of attendance at Removing Barriers to Learning (attendance, behaviour, achievement and progress)</li> <li>➤ Pupils categorised and tracked according to absence levels:</li> <li>➤ Tracking of unauthorised absence.</li> </ul>		Principal
Absence due to term time holiday - unauthorised	Weekly review at LABS	<ul style="list-style-type: none"> <li>➤ Absence request response given by Principal if form is completed by family.</li> <li>➤ If term time absence is taken then a letter from Principal/ Principal will be sent.</li> <li>➤ If more than one occasion, Parent/carer invited into school to meet with Principal/Principal.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter L10 (response to request for absence)</li> </ul>	Principal
Lateness	Weekly review at LABS	<ul style="list-style-type: none"> <li>➤ Daily tracking from the School administration. Office to provide weekly lateness figures to Principal.</li> <li>➤ Once a child reaches three lates, a telephone call is made home by the School Office.</li> <li>➤ If lateness persists, a formal letter will be sent by the Principal.</li> <li>➤ If lateness continues, a formal meeting will be requested by the Principal.</li> <li>➤ If lateness continues, a formal</li> </ul>	<ul style="list-style-type: none"> <li>➤ Tracking sheet</li> <li>➤ L11,12</li> </ul>	School Admin  Principal

		meeting will be requested by the Principal.		
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## **Appendix C Roles and Responsibilities**

### **Principal**

- To oversee the strategic direction and associated practice on attendance.
- Meeting regularly with the inclusion team, SLT for updates on pupil attendance.
- To report to the SSC and the LA/DfE as and when required.

### **Inclusion team**

- To ensure attendance procedures are current and up to-date and reviewed on a termly basis, as an integral part of the safeguarding audit.
- To support the school leadership in compiling, implementing and reviewing the Attendance Strategy. Ensuring all interventions are acted upon as agreed by all staff involved with attendance.
- To track, monitor and analyse attendance on a daily, half termly, termly and yearly basis and to include different groups of learners.
- To work with the office staff to ensure that all data is managed effectively and any data is fit for purpose i.e. analysis of trends with different groups of learners, follows procedures and adheres to safeguarding requirements and DfE legislation.
- Meet, or have contact, regularly with the Education Welfare Officer (EWO) and inform the class teacher as appropriate to monitor attendance and related issues.

### **Office team**

- Registers are checked accurately according to the attendance guidelines provided by the inclusion team.
- The ICT attendance module (SIMS) is up to-date and provides relevant attendance data from when required.
- Any delegated person/s liaises with the inclusion team regarding attendance issues and provides the necessary data to monitor and track attendance as requested.
- Termly and annual summary printouts of attendance are supplied as and when requested

- Those children arriving late and after the close of registration are recorded on the school attendance system.
- Those children leaving or returning the premises during the day other than at the usual times e.g. medical appointments or other authorised circumstances are recorded on the school attendance system.
- Registers are taken at the agreed meeting point outside the school building in event of an emergency evacuation and in line with procedures
- Teachers are clear as to their responsibilities over the maintenance of registers and other attendance issues
- All associated intervention strategies (see Appendix B) are carried out

**Teachers will:**

- Ensure registers are recorded accurately after close of registration in the morning and afternoon, as defined by school procedures
- Inform the inclusion team and SLT of any concerns regarding attendance.
- Make themselves aware of patterns of non-attendance and lateness and inform the inclusion team of any concerns.

# AVANTI HOUSE

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THIS CERTIFICATE IS PRESENTED TO

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Signed \_\_\_\_\_ Dated \_\_\_\_\_

# ATTENDANCE



**AVANTI HOUSE**  
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AVANTI HOUSE  
PRIMARY SCHOOL  
Common Road  
Stanmore  
Middlesex  
HA7 3JB

Mobile: 07468 474 229  
Landline: 020 8249 6830 Option 1  
Email: ahs.primary@avanti.org.uk

Date

Dear «salutation»

It is with great pleasure that I am writing to inform you of «forename»'s excellent attendance this term. I have recently reviewed our figures and «forename»'s percentage attendance is commendable at 100%.

I know from experience that there is a strong link between good attendance and academic progress and I am sure that this will help «forename» to fulfil «his\_her» potential.

I hope you will take the opportunity to congratulate «him\_her» and reinforce the excellent attendance habits «he\_she» has developed over the coming months.

I must also acknowledge your role in our education partnership. Without your influence and strong support, I am sure it would be more difficult to achieve such a positive result. I look forward to writing many similar letters over «forename»'s time at Avanti House Primary School.

Yours sincerely

**Mrs Bellare**  
**Principal**



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Date

Dear Families,

I am delighted to inform you that your child's attendance is currently within **98%-100%**, which is a great achievement. Our school target is 97% and above so I would like to congratulate you on your efforts to keep your child's attendance high.

I must also acknowledge your role in our education partnership. Without your influence and strong support, I am sure it would be more difficult to achieve such a positive result. I look forward to writing many similar letters over **«forename»'s** time at Avanti House Primary School.

Yours sincerely

**Mrs Bellare**  
**Principal**





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Date

«Parental\_addressee»  
«AddressBlock»

Dear «Parental\_Salutation»

**RE: Attendance Levels: – Below 96% attendance.**

I am writing to inform you that your child's attendance is currently within 90%-96% which is below our school target of 97% and above.

Highlighting the importance of an excellent attendance record is something Avanti House sees as very important. An attendance rate of 90% means that your child only attends school 4.5 out of every 5 days. If children do not attend school regularly they will experience difficulty in keeping up with their learning, miss out on a variety of learning experiences and begin to lose confidence.

If we can support your child in any way with respect to their attendance, please do not hesitate to contact us. I would like to take this opportunity to thank you again for your continuous support with regards to attendance and I look forward to sending you a letter for improved attendance very soon.

Please contact me with any queries.

Yours sincerely

**Mrs Bellare**  
**Principal**



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Dear **[insert parent/carers name]**

**Re: Second school warning letter**

I notice that despite my letter dated **[date of first letter, insert name of child]** attendance continues to be of concern. **[insert name of child]** attendance is currently **[insert %]**.

Non-attendance at school for any reason is an important issue and something we take very seriously. I would like to invite you into school to discuss the current situation. Can I suggest **[date for meeting]**.

As part of the Avanti ethos we always seek to offer support and advice to families and to resolve issues in the most effective and supportive manner. Can you therefore please contact the school to arrange a meeting with me to discuss improving **<Pupil's name>'s** attendance.

Should you have any queries regarding this letter, please contact the school.

Yours sincerely

**Mrs Bellare**  
**Principal**



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Date

Dear [insert parent/carers name]

**Re: Third school warning letter**

I am writing to express concern over the irregular attendance of your child, <PUPIL NAME>, <DOB>. A record of his/her attendance accompanies this letter.

Under the Education Act 1996 parents have a responsibility to ensure their children attend school regularly and punctually. It is therefore my duty to give you warning that if further unauthorised absences are recorded, we may need to escalate this matter further which could lead to your child losing their place at Avanti House.

As part of the Avanti ethos we always seek to offer support and advice to families and to resolve issues in the most effective and supportive manner. Can you therefore please contact the school to arrange a meeting with me to discuss improving <Pupil's name>'s attendance.

Should you have any queries regarding this letter, please contact the school.

Yours sincerely

**Mrs Bellare**  
Principal



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Dear XXXX,

I am delighted to inform you that since our meeting on: XXXX regarding your child's attendance I can see a positive improvement. XXXX attendance at the end of XXXX was XX% and is now XX%. May I take this opportunity to thank you for encouraging XXX to improve his/her attendance.

Regards,

Mrs Bellare  
Principal



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Dear Families,

I am writing this letter to inform you that your child's attendance is currently below **90%**, which is below our school target of 97% and above.

As your child's attendance is very low it will be monitored by the school and you may be invited to a meeting to discuss your child's attendance with the Principal.

Of course, if there is anything we can do to support you to raise your child's attendance please do not hesitate to contact me. Please work with us as much as possible to improve attendance and I look forward to sending you a letter for improved attendance very soon.

Yours sincerely

**Mrs Bellare**  
**Principal**