



**KRISHNA AVANTI**  
Excellence · Virtue · Devotion

## ATTENDANCE STRATEGY

**2024 - 2025**

Approval	Staff/Parents/Carers
Date approved	Autumn 2024
Date to be reviewed.	Annually
Professional Lead	Principal: Shriti Bellare
Attendance Officer:	Administrative Assistant

## **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>7</b>
<b>9. Staff Training</b>	<b>8</b>
<b>Appendix A – Home School Books Extract</b>	<b>9</b>
<b>Appendix B – Attendance Interventions</b>	<b>10</b>
<b>Appendix C – Procedures for Primary</b>	<b>12</b>

## 1. Introduction

Krishna Avanti 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 enlightenment, if they attend school on a very 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;

Special Educational Needs and Learning Disabilities Policy

Health and Safety;

Anti-Bullying and Cyber Bullying;

Home School Agreement Online via Admissions Form on Wufoo Link

Harrow Council AIM Policy and Procedure

Department for Education Attendance Procedure

Our approaches towards attendance are also reflected in the following:

- Staff Behaviour Guidance Pack;
- Staff/Pupil Induction Process;
- Communication/ Principal Newsletter/ School website;
- Child in Need meetings.

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

#### Yearly

This strategy and associated procedures will be monitored formally on a yearly basis. 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:

- Attendance monitoring;
- Senior Management Team Meetings;
- Staff Meetings; Phase Meetings
- Parent/guardians/carers Meetings;
- Collective Worship, Celebration Assemblies, Motivators;
- Frequent communication between primary staff who have responsibility for attendance;
- 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 Avanti Schools Trust Central Board / Principal 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. Krishna Avanti 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 pupils 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 parents/pupils 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

#### *Climate 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.

#### *School Organisation*

All safeguarding areas are overseen by the Principal for Personalisation and Wellbeing who directly manages all aspects of attendance, with support from the Attendance Officer who utilises the schools MIS, Arbor system to track and monitor management of pupil attendance.

#### *Home School Communication*

Pupil's attendance will be tracked on a daily, weekly and half termly/termly basis. Staff will be monitoring pupil's attendance closely and should there be any concerns such as unauthorised leave or regular patterns of non-attendance from pupils the school will be issuing parents with an amber warning letter or a red letter (examples of these letter are highlighted in the appendices below)

#### *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 **Attendance Officer, Principal and Phase Leaders**. This work is overseen by the Principal for Personalisation and Wellbeing who also offers regular meetings with parents/carers.

#### *Pupil Support*

The Principal, SLT, Phase Leaders and Staff are there to support all pupils and have built good strong working relationships with all the children. The school will discuss any individual issues that may arise which could impact on a child's attendance such as offering individual support its children via intervention programmes and/or personalised learning programs.

#### *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 class teachers and office staff as an integral part of our daily, weekly, half and termly practice. Individuals and specific groups of poor attendance are identified and interventions to support good or better attendance are implemented (see Appendix B).

### 5.3 Safeguarding

If a child is registered on the schools Child Protection Register, they are monitored and tracked on a daily basis by the Inclusions Manager, Principal and class teachers.

## **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 school will 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 on a daily and weekly basis via the schools monitoring system.

## **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 from Harrow Council Education Welfare Officer. This could possibly result in warning letters sent to parents/carers for prosecution and the preparation and presentation of prosecution files to a court for non-attendance (if a child's 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 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 or approved leave

Parents must inform the school of any absence after extended or approved leave. Failure to inform the school and not returning after extended leave or approved leave (ten school days or more) will be referred to Harrow Council Education Welfare Services with the intention to issue an Education Penalty Notice and/or request to remove the pupil off school roll if the pupil is unable to return for long period. The school will make every effort to check that the pupil does have a good reason for their absence before attempting to delete the child from the register. Once referred, the local authority will make reasonable enquiry to locate the

pupil before deletion is confirmed to the school. The school will be led by the local authority EWO decision to remove pupil off roll.

If the pupil has a good reason to be absent, he/she will be marked as authorised absence using the relevant DfE 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 will 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 and the authority 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 by sending a completed CAF to the duty and assess email at Harrow Council. The school will delete the pupil from the school registers once the EWO confirms and, if it does so, it will transfer the pupil'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

Krishna Avanti Primary School takes into consideration the faith element of our school and this is reflected in our school term dates calendar where pupils are given an additional two weeks off from the normal school year as highlighted in the DfE/[Harrow Council Standing Advisory Council for Religious Education \(SACRE\)](#) recommendations for the number of school days allowed for Religious Observance Guidance. The school does not endorse holidays being taken during term time unless it is an exceptional circumstances. In such cases parents must arrange a meeting with the Principal via the school office and complete the necessary documentation.

Any family holiday/leave for various reasons must be booked during the school holiday as the school term dates are published in advance. The additional time given is reflected as one week in October and one week in December where parents are encouraged to book any leave during the additional periods. Further leave during these period requested **would not be granted**, unless there is an exceptional circumstance where evidence is provided.

The school will work with the Local Authority to issue Education Penalty Notices where necessary which will take into consideration of the pupil attendance and previous history.

#### **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. All Phase Leaders and SLT will be trained in monitoring attendance, punctuality, achievement and climate for Learning.

#### **Appendix A – The Importance of Good Attendance**

## A note to Parents

### The Importance of Good Attendance

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 tests.
- Find it difficult to keep their friendships.
- Begin to lose confidence.

At Krishna Avanti Primary School we expect our children to attend school regularly and we will work in partnership with our parents, 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 attended school 4.5 days out of every 5 days. If this continues by the time they go to 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 the office staff by 8:15am by calling the school on 020 8381 3344, [complete the KAPSH online absence link](#) (click here to report absence) or send an In-App message via ParentPortal of the Arbor app /website.
2. Remember, they may need to visit a doctor if their symptoms are severe or get worse.

#### **Questions:**

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 one 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 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. <b>ALWAYS refer to a doctor if their stomach hurts in one specific place.</b></p>
<b>COVID-19 Symptoms</b>	<p>School Attendance Strategy Addendum – Approved Termly</p> <p>COVID Symptoms – Letter from Public Health England (PHE) and Department for Education (DfE).</p> <p>The intention of the letter is to help prevent children being taken out of school unnecessarily and answer some of the questions parents may have around testing. <a href="#">View the letter here</a></p>	<p>If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result. Further up to date information can be found on the NHS Website:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>The PHE and NHS has produced some guidance to help parents understand when their child can and cannot attend school which you may find useful: <a href="https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/">https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/</a></p> <p>22 September 2020 – <a href="#">COVID-19 Related Pupil Absence. A quick reference guide for parents, carers and staff.</a></p>

## Appendix B – Attendance Interventions

### Attendance Interventions

Daily	Weekly	Half-termly	Termly	Yearly
Parents must report they child's absence by notifying the school office each day by 8.15. The School office or Phase Leader will only contact parents if a child's absence has not been reported. Parents whose child frequently (5 or more sessions in an academic year) arrives to school late will receive L1 Attendance letter	Irregular or Frequent absences (more than 5 days) will be monitored closely by the class teacher. Parents will receive a L2 amber warning letter.	Irregular or Frequent absences (10 days or more). Parents will receive a L3 red warning letter.	Irregular or Frequent absences (no improvement). The respective child will be referred to the Principal/SLT to follow up with a meeting and referral to EWO via a CAF form taken off the school roll.  100% certificates issued by the Principal	100% certificates issued by the Principal

## Appendix B – Attendance Interventions Continued

Attendance Percentage	Action	Templates	Who?
Irregular or Frequent absences (more than 5 days)	➤ Class Teacher	➤ Liaise with school office team and look at the ARBOR database	Class Teacher
Punctuality	➤ Class Teacher keeps a hold of late passes generated for pupils via Inventory System/ School to monitor on a weekly basis	➤ Office team to print relevant late reports from the Inventory system and ARBOR – L1 (amber letter) sent to parents from the Phase Leader	Office staff to raise frequent late concerns with Appropriate Phase Leader/ SLT where necessary
Below 96%	<ul style="list-style-type: none"> <li>➤ Office staff to print report per class (half termly).</li> <li>➤ L2 sent home</li> </ul>	<ul style="list-style-type: none"> <li>➤ Office staff to print relevant half termly report from the ARBOR database</li> <li>➤ Red warning letter to parents from the Principal</li> </ul>	Office Staff and Principal
No improvement	➤ L3 Escalation letter	<ul style="list-style-type: none"> <li>➤ Letter home</li> <li>➤ Matter referred to Harrow Council EWO</li> </ul>	Principal
General absence (not including holidays take in term time)	<ul style="list-style-type: none"> <li>➤ Tracking of attendance on a weekly basis.</li> <li>➤ Pupils categorised and tracked according to absence levels: L1 -L2 - L3 – L4</li> <li>➤ Tracking of unauthorised absence.</li> </ul>		Office staff, Principal and Appropriate Phase Leaders
Absence due to term time holiday - unauthorised	<ul style="list-style-type: none"> <li>➤ Letter from Principal</li> <li>➤ Parent/carers invited into school to meet with Principal.</li> <li>➤ L4 sent home</li> </ul>	➤ Letter sent to parents from the Principal	Principal

**L1 (Lateness amber warning letter)**

**L 2 (Red Warning Letter)**

**L3 (Refer the matter to Harrow Education Welfare Officer)**

**L4 - Warning letter to parents who went on leave during term time**

## **Appendix C Primary phase pupils – Attendance procedures for those pupils based at Krishna Avanti Primary School, Harrow**

### **Primary Staff Guidance**

#### **Named Officers:**

Principal

Assistant Principal

Upper KS2 Phase Leader

Lower KS2 Phase Leader

KS1 Phase Leader

EYFS Lead

SENCO Lead

#### **Attendance**

##### ➤ Attendance Procedures as follows:

- a) Teachers to complete electronic register which is forwarded to school office. The school office will register the pupils who arrive late as recorded on the school's Inventory system.

At Krishna Avanti Primary School, the process is as follows:

- First Day response – Parents have a duty to:
  - report their child's absence by using the absence link (which can be found on the school's website)
  - report their child's absence using the system
  - call the school office by 8.15am or [complete the KAPSH online absence link](#)
- Absences will be monitored closely and if a child is absent from school for more than 3 days, parents are requested to bring in proof from a doctor i.e. prescription, note, doctor's certificate or letter. Failure to provide the school with this information will be brought to the attention of the Principal to follow up with Harrow Council Education Welfare Officer.
- Request to take term time holidays – Parents must book an appointment (via the school office) to meet with the Principal. Meetings will be held every Friday's from 7.40-7.50am and 7.50-8.00am. We require parents to bring along evidence on their appointed day. Consideration from the Principal will only be given if circumstances are deemed to be exceptional.
- Once the Principal has considered the request and concluded the outcome, parents will receive an email / letter notifying them of the decision.

«Parental\_addressee»

«AddressBlock»

Dear «Parental\_Salutation»

**RE: Lateness**

Having analysed the lateness figures for your child (Child's Name) I have noticed that he/she has missed a total of (Number) minutes due to lateness. May I remind you that the school opens from 7.50am when a 'soft start' commences. Learning starts at 8.00am prompt.

Parents have a legal responsibility to ensure that their children are in school regularly and on time to benefit from their education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child/ren may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher (everyone's education and learning is compromised).

**Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(A) of the Education Act 1996.**

Please can you support the school and ensure your child arrives on time each day. Sadly, persistent absenteeism and lateness may result in a referral to the Education Welfare Services at Harrow Council. If there is anything the school can do to support (Child Name) getting to school on time, please do not hesitate to contact me.

Yours sincerely,

Mrs Shriti Bellare  
Principal

Date

Parent Salutation

Address

Dear Parent Salutation

**Re: Poor School attendance for Pupils name and class**

I notice that despite a phone call from the SLT/Progress leader PUPIL'S FIRST NAME continues to be a concern as HIS/HER attendance is xx% at school. I am afraid that this rate of attendance falls below that of all other children in our school and that expected nationally of children of primary school age. There is no doubt that irregular attendance has a serious effect not only on children's academic progress but also their attitude to school learning as well as their happiness, self-confidence and the quality of their friendships.

**Pupils first name current attendance is ....% which is of great concern.**

The above figure includes ....authorised and .....% unauthorised absence. You will appreciate that authorisation is not the issue and we do realise that child may fall ill however the problem is that your child has missed school for different reasons and must be helped to make up for the lost time. I hope very much that you will help us in improving your child's regular attendance.

If this situation does not improve I will refer the matter to the Education Welfare Officer at Harrow Council. I hope this will not prove necessary. Please make contact with me if there is anything we can do to help you in this respect.

I look forward to your support with this matter

Yours sincerely,

Mrs Shriti Bellare  
Principal

**Letter 3 (Refer the matter to Harrow Education Welfare Officer)**

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

**Re: Final school warning letter**

I am writing to express that after all the school's efforts the irregular attendance of your child, **<PUPIL NAME>, <DOB>** remains a concern. A record of his/her attendance accompanies this letter.

Under section 444(A) of 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 we will now escalate this matter further and report CHILD'S NAME to Harrow Education Welfare Officer. This could lead to your child losing their place at Krishna Avanti Primary School.

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

Yours sincerely,

Mrs Shriti Bellare  
Principal

Parent Salutation

Today's Date

Dear parent salutation

RE: Pupil Name and Year Group

At Krishna Avanti Primary School we are committed to raising levels of attendance for individual pupils and the school as a whole. Good attendance and punctuality are vital if our pupils are to take advantage of the many educational opportunities we make available to them.

(I understand that you called the office on -----to say that your family were flying abroad for ----- and would not return until) **or** (I understand that your child was absent from school on----- as your family went abroad because your mother/father/grandparent were poorly and in hospital) As you are aware, the last day of term was ----- which meant that -----was absent from school for ----- days. May I remind you that the school only authorises absence for exceptional circumstances and that leave for ----- was not authorised or considered as exceptional.

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.

**Only to add para below if necessary:**

I would now need to determine if -----leave can be considered as exceptional circumstances. I understand that you have given copies of flight tickets to my colleagues in the office. However I would like you to provide additional evidence and would be grateful if I can have copies of: **(add or delete where necessary)**

- Doctor's letter
- Itinerary of religious event
- Death certificate
- Flight tickets

As we did not approve any additional days of leave, -----absence has been marked as unauthorised. To date -----has had -----days of unauthorised absence.

Under section 444(A) of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school.

- £60 if paid within 21 days rising to
- £120 if paid between 21 and 28 days.

**Please make an appointment within the next 5 working days for a meeting with myself to discuss this matter further.**

Kindly complete the slip below to confirm receipt of this letter and return it to the school office. Please also find our school's 'Attendance Strategy on the website.

We are sure that by working in partnership we can support your child with their learning.

---

**Re: Pupil Name and Year Group**

To: Mrs S Bellare, Principal

Date:-----

I acknowledge receipt of your letter with regards -----unauthorised absence.

I will bring along the necessary evidence as requested in your letter (only add this line in if necessary)

Parent's Name-----

Parent's Signature

I await to hold a meeting with you.

Yours sincerely,

Mrs S Bellare  
Principal