



Earlham Primary School  
Earlham Grove  
Wood Green  
London N22 5HJ

Wednesday 4<sup>th</sup> September 2019

Dear Parents and Carers

**Information for all parents and carers on the importance of attendance, punctuality and legal intervention.**

We would like to invite you to attend a parents meeting to discuss the processes in place to address non-attendance and poor punctuality.

**Date: Wednesday 11<sup>th</sup> September 2019**

**Time: 2:45pm**

**This will be held in the dining hall.**

At Earlham Primary School we are committed to ensuring the best for all our learners and are working together with parents and carers to support children and families.

We are working hard to promote good attendance and punctuality and have systems in place to work with families when attendance drops below an acceptable level.

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. There is a very clear correlation between good school attendance and good educational outcomes.

The law that requires parents to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In law, an offence occurs if a parent fails to secure their child's attendance and punctuality at school and that absence is not authorised by the school. Penalty notices supplement the existing sanctions currently available under S444 Education Act 1996 or S36 Children Act 1989 to enforce attendance at school where appropriate.

We know you want the best for your child and therefore hope that you will support us in improving whole school attendance and punctuality.

Please do not hesitate to contact our school office if you have any questions.

Yours sincerely,

**Headteacher:** Natasha Rezai BA (Hons), PGCE  
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Natasha Rezai

**Headteacher**