



An All-through Co-operative School  
Carlton Avenue East, Wembley HA9 8NA

Head: Ms Beth Kobel

Head of Lower School: Mr Kevin Atkinson

www.preston-manor.com

Tel: 020 8385 4089 - Email: lowerschooladmin@preston-manor.com

## PRESTON MANOR LOWER SCHOOL ATTENDANCE PROCEDURES

At Preston Manor Lower School our aim is to ensure that every pupil achieves their full potential, and good attendance plays a huge part in this. Research has shown that a school's improvement in attendance of 1% can result in 5-6% improvement in attainment.

**We would like to congratulate the many parents who make sure their children attend school regularly. We ask parents to support the school and your child by ensuring they attend school every day unless they are too ill to attend. Our minimum expectation for a pupil's attendance is 96%.**

### Morning registration

- The school gate opens at **8.30am**, and classroom doors open for 'soft start' at **8:40am**.
- Children from Reception to Year 2 should be brought to their class door by an adult; children in Years 3-6 should be brought to the designated entrance door by an adult.
- Registers are taken at **8.55am** for Reception, Year 1 and 2; and **8.50am** for Years 3, 4, 5 and 6. Entry to the classrooms will be closed from these times.
- Any child not in by these times must be taken by an adult to the main school office to sign.

### Reporting absences

- If absence is unavoidable, then a family adult should telephone the school on the absence line below before 9:30am. Please use the attendance line to keep us informed of continued or prolonged absence.
- Unexplained or unreported absences will be followed up by a text or phone call from the school office. If we do not obtain a reason for absence we will refer to Brent Education Welfare Service.
- Please try to arrange medical and dental appointments after school.

**Lower School absence line: 0208 385 4089**

### Monitoring absences

- Attendance is monitored by Mr Atkinson and Mrs Parmar.
- Children whose attendance drops below 90% are classified as 'persistent absentees', and parents will be sent a letter to alert them to the poor attendance and be invited to school to meet with Mrs Parmar.
- For children whose attendance remains below 90%, we will ask for medical proof of all absences. Without medical proof, further absences will be recorded as unauthorised and a referral to Brent Education Welfare Service.



### Term-time leave

- **Term time leave will only be authorised in exceptional circumstances.** Any parent taking their child on unauthorised leave risks receiving an Educational Penalty Notice from the Local Authority.
- Requests for term-time leave should be made in writing using the form available in the school office.

### Educational Penalty Notices

- The Education Welfare Service may issue a parent with a Formal Warning, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a 16 week period.
- EPNs may also be issued for unauthorised term-time leave, and are issued to each parent for each absent child.
- If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £120. if paid within 28 days.
- Parents also face the risk of being prosecuted at Willesden Magistrates Court for their child's non-attendance at school for the period in the notice.
- For further information or a copy of Brent Council's Attendance Policy and Brent Council's Non-School Attendance, Education Penalty Notices, Local Code of Conduct is available on Brent Council's website at [www.brent.gov.uk](http://www.brent.gov.uk).

### Picking children up after school

- Children in Reception classes, year 1 and 2 must be picked up by an adult or a sibling 16 years or over.
- Children in years 3 – 6 can be collected by an older sibling.
- Only children in year 5 and 6 with written permission from their parents are able to be independent travellers.
- No child will be allowed to leave the school with anybody who is not on the collection sheet. If you need to have someone that is not on the collection sheet collect your child, you must phone the school office and give the name of the person that will be collecting your child along with your verbal consent.

**Again, we would like to thank those parents who make sure their child is attending school regularly and are therefore benefiting fully from their educational opportunity**

Yours sincerely,



Mr K Atkinson  
Head of Lower School