MITCHELL BROOK
PRIMARY SCHOOL

Guidance to all Parents, Carers and Guardians – September 2024

Dear Parents, Carers and Guardians,

RE: Notice to Improve or Education Penalty Notice

We are writing to you because this year, we aim to have an absence rate below the national average and to exceed our attendance target. We think it is very important that all our pupils benefit from 190 days of learning to ensure they make progress and achieve the results they should. If a school can improve its attendance by 1%, this can result in a 5-6% improvement in attainment. We are asking you to support the school by ensuring your child achieves excellent attendance.

Here are some of the ways in which you can help our school achieve excellent attendance:

- Aim for your child to have 100% attendance.
- You can make a request to me in advance if you feel you have exceptional circumstances for your child to be absent during term time, however permission may not be given, and my decision is final.
- We expect pupils to arrive at school on time. Late arrivals disrupt the education of others. Pupils arriving after the register has closed will be marked in the register as having an unauthorised absence. The school attendance policy states the time that the attendance register closes in the morning: (e.g., 30 minutes after registration).
- We do not expect pupils to come to school when they are sick, but parents of children with regular sickness absence will be expected to provide us with medical evidence before we authorise further absences.
- Avoid medical and dental appointments during school time.
- If you or your child is having difficulties and these impacts on their attendance, please make an appointment with a member of staff to discuss additional support.

We have an expectation that once we have notified a parent about attendance concerns, they will ensure that their child's attendance improves significantly. If a pupil continues to have poor attendance, we will discuss this with our link Education Welfare Officer, and if necessary, make a referral to Brent Education Welfare Service.

The Education Welfare Service may issue a parent with a Notice to Improve, an Education Penalty Notice (EPN) or decide to prosecute if a child is persistently absent over a minimum period of 10 weeks. If a parent is issued with an EPN, they risk receiving a fine from Brent Council of £160 if paid

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within 28 days. This is reduced to £80 if paid within 21 days. Any second penalty notice issued to the same parent for the same child within a rolling 3-year period being charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.Fines for unauthorised term time leave are issued to each parent for each absent child. Failure to pay the notice may result in a parent being prosecuted in court for their child's unauthorised absence. For further information, a copy of our attendance policy is available to read in the school office or you can find the Education Welfare Service's Non-School Attendance, Education Penalty Notices, Local Code of Conduct on Brent Council's website www.brent.gov.uk

Yours sincerely,

Helen Box
Head of School

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