



JOHN CHILTON SCHOOL
Compton Crescent
Northolt
Middlesex
UB5 5LD

Headteacher
Mr Simon Rosenberg

30th November 2016

London Borough of Ealing

Re: Improving School Attendance

Dear Parent/Carer,

We are always looking to improve attendance in our school. Attached to this letter is a leaflet I have prepared for you to keep as something you can refer to whenever your child is out of school.

The importance of attendance starts in the early years and continues through to high school. I've listed some points below about why attendance is so important and what you can do to improve your child's attendance.

- Attendance matters for doing well in school and life starting in Reception. Good attendance will help your children do well in school.

- Absences can add up before you know it. Your child can suffer academically if he or she misses 10% of school days or about 18 days. That can be just one day every two weeks, and can happen quicker than you realise.

- Poor attendance is not just about unauthorised absences or children missing school on purpose – authorised absences can also affect performance too. All absences represent lost time in the classroom and are a lost opportunity to learn. Families should avoid extended holidays that require their children to miss school.

The same goes for doctor's appointments. Try to schedule these outside of school hours. Where this is not possible, we will now require copies of appointment letters or cards for each absence due to an appointment.

- As a parent you are responsible for making sure your child develops the habit of regular attendance. Attendance matters as early as Reception. Studies show many children who miss too many days in Reception and Year 1 can struggle in later years. Poor attendance in the early years can also predict poor attendance in later years too.

- If you are facing tough challenges related to access to health care, unstable housing, or poor transport, etc., you can and should seek out support from the school and community. Alternatively, you can make an appointment with me and I can help you.

- Too many absences from one child can affect all other students and be disruptive for them.

For younger children, you can set a regular bedtime and morning routine. Make sure they get 9 to 11 hours of sleep. You can lay out clothes and pack school bags the night before.

For older children, you can help set homework and bedtime routines that allow for 8 ½ to 9 ½ hours of sleep. Make sure that when the lights go out, so do their mobiles, video games and computers.

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Fax: 020 8841 1328

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- Develop good communication with your child's teacher and the school. Make sure you call the school and inform us of your child's absence each day (even if you've told the escort, we still need to hear from you.) By keeping the lines of communication open with us, we can help you stay on top of your child's progress and make sure your child is staying on track. You can turn to the school for help. I am here as the Family Worker to support you. I would like to build strong ties between home and school because ultimately we have the same goal: your child's progress.

- Above all, set an example for your child. Show him or her that attendance matters to you and that you won't allow an absence unless he or she is truly sick. For planned absences, permission must be sought from the Head Teacher and authorised in advance.

I hope this is helpful and I encourage you to keep this letter along with the leaflet for your reference. I may send individual letters home if I feel we need to work together more specifically. If you have any questions, please contact me on 0208 842 7916. I look forward to seeing all pupils in school. I am confident that when we work together, we will achieve our target attendance rate of 90%!

Sincerely,

Maryam Rasul

Family Worker

John Chilton School

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