

Hobbayne Primary School

Greenford Avenue, Hanwell, London W7 1HA

Headteacher: Mrs S Yoosuf

Deputy Headteacher: Mrs M Barnes

Deputy Headteacher: Ms I Tolan

Tel: 020 8567 6271 Email: admin@hobbayne.ealing.sch.uk Website: www.hobbayne.net



12th September 2018

Dear Parents & Carers of Reception pupils,

Attendance in the Reception Year Group

One of our aims is to ensure that all pupils in the school attain a **minimum attendance of 95%** rate during the school year. It is extremely important that their punctuality and attendance remains regular, and the Reception year group is as important as the rest of the school.

Please support your child and ensure they arrive at school between 8.45am and 8.55am. The school day starts at 8.55am and finishes at 3.15pm.

Registers are checked on a weekly basis by the school office and half-termly by the Local Authority Attendance Officer attached to the school. We keep records of all absences, and monitor each child's attendance throughout the school year.

We are aware that Reception aged children are prone to illnesses at this age, and they will experience some school absence from time to time. We would ask you to keep absences to a minimum, and wherever possible bring your child into school.

We wish to remind all parents/carers that term time absences for family holidays are not encouraged. Should you need to apply for a term time absence, then please speak to the office staff who will provide you with the appropriate form. Please do not book holidays before you have authorisation to take your child out of school.

In addition we ask that all non-emergency medical appointments are made outside school hours.

Thank you for your continued support and understanding in this matter. If you have any queries or would like to discuss this further then please do not hesitate to contact Sue Hyde in the school office.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Yoosuf', written over a horizontal line.

Mrs S Yoosuf
Headteacher

