



Howard Primary School

Monday 4th October 2021

Dear Parents and Carers,

I am writing to advise you of the expectations for attendance and punctuality at Howard Primary School.

The minimum attendance expectation for for all pupils at Howard Primary School is 96%.

Absence due to illness

- If your child is unwell and cannot attend school, please call the School Office on 020 8688 4216 ***before 9.30am on each morning of absence.***
- Please leave a message clearly stating your child's name, class and providing a reason for absence. Please note that if the absence is due to illness, we need to know specifically what the illness is or what symptoms are present (i.e vomiting, fever, flu).
- We need to know what symptoms your child has as we have a duty to report certain illnesses to the appropriate health authorities.

Medical appointments

- Please schedule all **non-emergency medical appointments** (i.e. GP and routine dental) outside of school hours.
- If your child needs to attend a **hospital appointment** within school hours, please advise a member of the office team well in advance and provide the appointment card or letter which may be photocopied for our records.

Absence during term time (for reasons other than illness)

- If you believe you have exceptional circumstances which require a leave of absence during term time, please complete a leave request form which is available from the Office.
- Each request for leave is dealt with individually on a case by case basis. Children whose attendance falls below 90% may be referred to the Education Welfare Officer, Ms Horner, for further discussion.
- Term dates for the year can be found here: <https://www.howard.croydon.sch.uk/school-holiday-term-dates/>

If your child's attendance falls below the minimum 96% expectation, you may receive a letter making you aware of this.

Please feel free to speak with a member of the Leadership Team if you feel there are barriers to your child attending school regularly and on time. All conversations will be held in the strictest confidence and with a view to supporting your child and family where possible.

To contact the Leadership Team, please either call the school office on 020 8688 4216 or email slt@howard.croydon.sch.uk

Yours sincerely,

Ms Jackie De Saulles
Headteacher



Head Teacher: Jackie De Saulles (B.Ed.)

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