



ELLEN WILKINSON Primary School

Attendance and Punctuality Statement Academic year 2018/19

At Ellen Wilkinson Primary we strive hard to work in partnership with parents to maintain good attendance, and thank you for continuing to support your child's education by ensuring they are in school 'Every day and on time'.

Please note: this support includes not withdrawing your child from school before the end of the academic year in order to go on holiday early etc.

Therefore it is disappointing that our overall attendance for the last academic year (2017/18) fell slightly from the previous year. We ended the academic year with a percentage of 95.9% in comparison to the previous year of 96.4%. Therefore please make sure that you prioritise your child's attendance.

Permission **must** be requested in advance of any term time leave, and may not be authorised. Any unauthorised leave requests may incur a Penalty notice if you still take the requested time out of school.

Penalty Notices carry a fine of **£60 per parent per child** if paid **within 21 days**, rising to **£120 per parent per child** if unpaid. If fines of **£120** are not paid this will be escalated to court for further action by the Local Authority.

Please feel free to attend the Attendance Drop in Sessions for more information regarding attendance and punctuality. Lynn Wilson (Attendance Manager) will be present to answer any questions/ queries you may have.

The Attendance Drop in Sessions for this academic year is as follows:

Wednesday 26th September 2018 Nursery am/pm & Reception
(2 x sessions 10.30am & 2.15pm)

Wednesday 28th November @ 2.15pm Whole school

Wednesday 13th February 2019 @ 2.15pm Whole school

Wednesday 8th May 2019 @ 2.15pm Whole school

If you are unable to attend any of the drop in sessions and would like information or have an enquiry regarding your child's attendance/ punctuality please feel free to call Lynn Wilson on 0207 511 9414 or email lynn.wilson@ellenwilkinson.newham.sch.uk.

Yours sincerely

Sue Ferguson
Head teacher



Tel: 020 7511 9414 | Fax: 020 7474 0809 | Email: info@ellenwilkinson.newham.sch.uk
Tollgate Road, London E6 5UP | Head Teacher: Sue Ferguson