

OLIVER GOLDSMITH PRIMARY SCHOOL

"Inspiring a love of learning"

Tel: 0208 205 6038/7693

020 8205 6800 (Nursery)

Fax: 0208 205 4987

admin@olivergoldsmith.brent.sch.uk

www.olivergoldsmith.brent.sch.uk

Twitter: @OGPSinspired



Coniston Gardens
Kingsbury
London
NW9 0BD

Tuesday, 12 February 2019

Dear Parents & Carers,

High levels of attendance is vital to ensure pupils make good progress over time. Across the school we aim to ensure that children's attendance is above 95%. Whilst we understand that younger children in nursery and reception classes may be more susceptible to illnesses, we would hope and expect to see this improve over time as children become more resilient!

Currently, children in our nursery have been absent due to various reasons and some parents have not been communicating with us the reasons for such absences. We are legally responsible for applying the correct attendance marks for children in our nursery.

As of today, nursery attendance figures are as follows;

- Children attending morning 92.9% with 168 sessions missed to date.
- Children attending afternoon sessions 88.4% with 194 sessions missed to date.

If your child is going to absent from school, we ask parents and carers to do the following;

- If your child is going to be absent due to illness please call the school absence line on 0208 205 6038 option 1 and leave a short message giving child's name and class and reason for absence
- If your child will not be attending nursery due to a medical appointment, we need to see a copy of the appointment letter, preferably before the appointment.
- If your child will not be attending for another reason, contact the school office; they may ask you to complete a request for leave of absence form. Please note that absence is only granted in **'exceptional circumstances'** which does not include family holidays or visiting relatives who are unwell.

Yours sincerely,
Mr James Simmons
Headteacher



Inspired to ★ care ★ cooperate ★ communicate ★ create ★ celebrate

