

6th February 2024

Dear Parent / Carer,

We Need Your Help Please

With half term quickly approaching and with the continuation of cold weather we know that sometimes our students cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance *Is my child too ill for school?* - NHS (www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that students fall behind their friends and classmates when they miss school. At Northwood School we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our students in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that all parents and carers can have a significant effect on reducing absences this academic year and we would really appreciate your help and support ensuring that your child comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please contact us if you are having difficulties so that we can work with you to see if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

Also as a reminder we, please note that we are unable to authorise time off during the school term unless in an exceptional circumstance, so please do ensure that you do not book holidays during this time and that you make every effort to ensure that medical appointments are scheduled outside school hours and where possible after school, weekends and in holidays.

Here is some important information regarding attendance:

What YOU must do:

Try to telephone the school before 8.30am **each day** of your child's absence.

Pinner Road, Northwood, Middlesex, HA6 1QN
Tel: 01923 836363 Fax: 01923 836010
Email: office@nwschool.org.uk
Website: www.northwoodschoo.org.uk

QED Academy Trust T/A Registered Office: Northwood School, Pinner Road, Northwood, HA6 1QN
Company Number: 07493622 Registered in England

For medical appointments, tell the school in advance by completing the online form on our website - <https://www.northwood-school.org.uk/key-information/attendance/> and upload relevant documentation in support of the appointment.

For short term illness please complete the online form on our website - <https://www.northwood-school.org.uk/key-information/attendance/>

If you are not sure whether your child is well enough to attend school, encourage them to attend as they can be monitored on site.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

Ensure your child is at school prior to registration at 8.30am (or they will be marked late, which will affect their attendance and mean they are also missing valuable information and education).

If you and your child are experiencing difficulties with school attendance talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit and/or work with outside agencies.

We look forward to continuing to work in close partnership with you. We wish you all a restful half term.

Yours faithfully,

Andrea Kahn
Deputy Headteacher

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