



Autumn 1, 2026

Welcome to the Autumn term **'Attendance Matters'** newsletter. This half term we just would like to remind families of the **expectations for great attendance** at Leopold Primary School and to share some top tips for supporting all of our children to be at school when they are healthy, well and ready to learn. **Our whole school attendance target is 96%.**

Our aims for great attendance:



GROW

Build good attendance habits so children feel settled, connected and ready to learn.



IGNITE

Inspire children to attend every day through engaging learning and a strong sense of belonging.

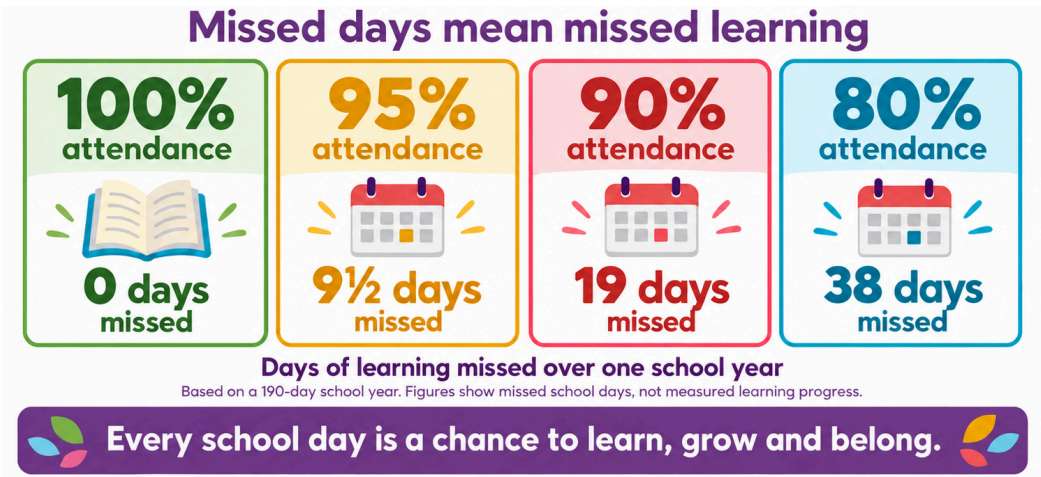


EMPOWER

Bring children, families and staff together to remove barriers and support regular attendance and punctuality.

Why is regular attendance so important?

- Attendance and attainment go hand in hand; research shows that children who have poor attendance make less progress than their peers with great attendance.
- Having regular absences can cause gaps in learning making the next steps harder to follow.



Who can support me?

It is everyone's responsibility to support families to ensure great attendance but these are some of the people who you may want to contact personally.

→ **Cherelle Francis** is the **Attendance and Welfare Officer** at Hawkshead. You can contact her if your child is unwell or to discuss health or attendance related concerns.

Email: attendance@leopold.brent.sch.uk or call 020 8459 5654 ext 500

→ **Anna Wszolek** is the **Welfare Officer** at Gwenneth Rickus. She is at the gate every day greeting the children as they come into school. You can call the GR office to report attendance 020 8962 5336.

→ Any of the Senior Leadership team will be more than happy to speak with families who have concerns about getting their children to attend school regularly.

Please call or email the school before 9 am to report your child's absence. Please clearly state the symptoms of the illness to help us keep accurate records.

What isn't an authorised absence?

The school will not authorise these absences/reasons:

- Time off for another child or parents appointments - we have breakfast club (both sites) and after school club (HH only) that we can arrange for you to use.
- Being too tired
- Birthdays
- Visits to the passport office to renew passports (visa applications are different)
- Can't find the school uniform - we can offer some clean, spare uniform.

