

06 September 2022

Dear Parent/Carer

Welcome to the new academic year at Heston Community School.

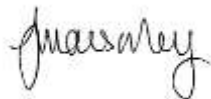
I would like to introduce myself, my name is Ms Macsorley and I am the new Student Services Manager.

I would like to take this opportunity to provide parents with some key reminders concerning Heston Community School students' attendance:

- Students are expected to attend school every day and punctually, unless they are ill or if there is an exceptional circumstance
- Parents should contact the School on 0208 572 1931 [Student Services] on the morning of any illness to inform the School of any absence give the child's full name and tutor group
- Doctor's/dentist appointment should be arranged outside of school hours. If this is unavoidable it would be expected that your child returns to School as soon as possible
- The legal entitlement for religious festivals is only 3 days throughout the academic year - [these are still recorded as absences]
- Any request for leave of absence during term time should be given in writing to the Welfare Office - in good time for a response - marked for the attention of the Deputy Headteacher Mr O'Hagan. It should clearly state the student's name, tutor group, the reason for and the length of time requested
- Heston Community School follows the London Borough of Hounslow's Policy that all leave of absence will be recorded as unauthorised, except in exceptional circumstances
- The link between attendance and achievement is very strong. To this end, the School is committed to giving the highest priority to attendance and punctuality. We believe they are critical contributory factors to a productive and successful school career
- The parents of a child of compulsory school age are required by law to ensure that the child regularly attends the school at which he/she is registered.

Helping to create a pattern of regular attendance is everybody's responsibility; students, parents and all members of School staff. Please do not hesitate to contact me if you have any queries or concerns regarding this letter.

Yours faithfully



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