

5<sup>th</sup> October 2021

Dear Parents/Carers,

**Re: Communicating reasons for absences or lateness to school**

We are reviewing our Attendance and Punctuality systems in school. one way we thought would help is to ask you to send your **attendance and punctuality communication to two areas** only. These will be checked daily by our new Attendance and Family Engagement Officer, Ms Bijal Ahmed, or by Ms Mandy Sangha our 6<sup>th</sup> Form Manager.

These two places are:

**1. Attendance voicemail:**

- use the school mainline number **0208 954 3623**
- select option 1 for 6<sup>th</sup> form or option 2 for Years 7 to 11

**2. Attendance email, [attendance@bentleywood.harrow.sch.uk](mailto:attendance@bentleywood.harrow.sch.uk)**

**When communicating to us please state:**

- your daughter's name and tutor group clearly
- the reason for absence or lateness

Your daughter in the 6<sup>th</sup> Form may attend lessons at more than one school. Please make sure both schools are contacted.

We will place a link to this email on the school website under '**Contact Us**' reporting a student's absence.

**Please use these if your daughter has:**

- an absence which you know of in advance
- an unexpected absence of the day of absence
- any notification of your daughter running late

Some parents like to keep their daughters HOY, tutor or Ms Angel our welfare officer up to date. This is fine and they can still be copied in easily with the email. You can also send attachments or screen shots to this email of any relevant supporting appointment details. Ms Ahmed and Ms Sangha will start checking emails and voicemails from 7:30am each morning. Please feel free to send these communications outside school hours at a time that suits you.

**Students arriving to school after 8:50:**

- Students in Years 7 to 11 should sign in at student reception
- Students in Years 12 and 13 should sign in electronically using the 'In Ventry' screen in the 6<sup>th</sup> Form common room

Thank-you for supporting us in assuring all communication about a student's attendance and punctuality record is directed to two secure points. This means our records are efficiently kept up to date, helping us to respond timely and accurately to any absences and lates.

Yours sincerely,

Naseema Akbar



Deputy Headteacher  
Bentley Wood High School