



Thursday 18<sup>th</sup> May 2023

Dear Parents and Carers,

My name is Colette and I am the Attendance Officer at Tottenham Infant School.

I work with the children and their families to encourage and support excellent attendance at school.

You can find me at the school gate every morning ready to greet you with a smile. Please do come and see me if you need to talk about reasons for absence or discuss any other attendance related matters.

At Tottenham we enjoy working very closely with our families to ensure the best possible attendance for each student, which in turn helps to secure the very best educational outcomes. Simply put, a student finds it almost impossible to learn the curriculum if they are not present in school for the lessons.

I look forward to meeting you all very much, and being able to award our new intake with 100% attendance certificates throughout the year!

Yours faithfully,

Colette Edwards  
Attendance Officer

