

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



Act justly, love tenderly, walk humbly with your God

September 2023

Dear Parents, Carers and Students

Re: Attendance and Punctuality

At St. Anne's, we consider regular attendance and punctuality crucial for our students' academic progress and personal development. These habits instill responsibility and resilience, preparing them for success in their future endeavors.

Standards

We expect every student to attend school daily. If attendance falls below 96%, our pastoral teams will intervene. 96% equates to a maximum of 7.5 days of absence during the academic year. Students should arrive on time, ready for registration at 8.40 am, with the arrival cutoff at 8.35 am. Please note that students arriving after 08:55 am will carry out community service during the second half of their lunchtime.

At St. Anne's we believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time and will consider issuing parents Penalty Notices if holidays or other unauthorised leave of absence is taken. Leave of absence requests will only be authorised in exceptional circumstances. Requests must be made in writing addressed to the Headteacher and sent to Attendance@st-annes.enfield.sch.uk

Absence

Parents should notify the school of any absence via email, Parent Portal, or the absence telephone line on the first day and provide a specific reason for the absence. Upon return, we require a note explaining the absence.

Recognising Good Attendance and Punctuality

We value and reward good attendance through our rewards system.

Addressing Poor Attendance

We work diligently to support students with attendance issues, involving parents/carers and our Attendance Team. Students with attendance below 90% may be classified as Persistent Absentees (PAs), requiring additional medical evidence for further absence. PAs will receive close monitoring, including home visits and meetings with parents. Non-improvement may lead to penalty notices or court action.

Unavoidable Absence

We authorise absences for genuine illness (except PAs), religious festivals, medical/dental appointments, hospitalisation, funerals, public performances, or examinations.

Avoidable Absence

We do not authorise absences for trivial illness, housework, holidays (may result in penalty notices), sibling care, or personal reasons.

Support with Attendance

For students reluctant to attend school, please contact your daughter's Learning Support Coordinator. Identifying and addressing the reasons behind reluctance is crucial for resolution.

Headteacher: Mrs E. Loveland BA (Hons); NPQH

Upper Site School: Oakthorpe Road, Palmers Green, London N13 5TY
Lower Site School: 50 London Road, Enfield, EN2 6EL

Tel: 020 8886 2165

Email: admin@st-annes.enfield.sch.uk

Web: www.st-annes.enfield.sch.uk



Encouraging Attendance

Make sure your daughter gets enough sleep and gets up in plenty of time each morning. Ensure that she leaves home in the correct clothes and properly equipped. Show your daughter, by your interest, that you value their education. Your daughter will bring home a student planner. Please ensure you look at it and sign it weekly. Be interested in what your daughter is doing in school, talk to them about the things they have learnt, what friends they have made and even what they had for lunch.

Yours faithfully

A handwritten signature in cursive script that reads "D Delaney".

Mr D Delaney
Assistant Headteacher