

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



Act justly, love tenderly, walk humbly with your God

Dear Parent/Carer and Student,

Re: Attendance and Punctuality – September 2026

As we begin a new academic year, we would like to remind all families of the importance of excellent attendance and punctuality.

At St. Anne's, we know that being in school everyday matters. Good attendance supports academic progress, friendships, wellbeing and a strong sense of belonging. We also recognise that there may be times when students experience genuine difficulties attending school. Where this happens, our priority is to work with students and families as early as possible to understand any barriers and provide appropriate support.

Our Attendance Expectation

We expect every student to attend school every day unless there is a genuine reason for absence. Our school attendance target remains 96% or above. Where attendance begins to fall below this level, our pastoral and attendance teams will monitor this closely and may contact families to discuss any emerging concerns and the support that may be required. It is important to be aware that nationally, a student is considered persistently absent when they miss 10% or more of their possible school sessions. We want to work with families well before attendance reaches this point.

Punctuality

Being on time is an important part of being ready to learn. Students should arrive at school in sufficient time to be in registration and ready by 8:30am. Students arriving late must follow the school's late-arrival procedure and register through the Inventory system. They will be issued with a late pass which should be shown to their teacher when they arrive at their lesson. Repeated lateness will be monitored by the pastoral and attendance teams and appropriate intervention will take place where there is an ongoing concern.

Please remember that arriving after the attendance register has closed may be recorded as an **unauthorised absence for that morning session**, rather than simply as being late.

Reporting an Absence

If your daughter is unable to attend school, parents/carers must notify the school **on the first day of absence**, providing a clear and specific reason. Absences can be reported through the Parent Portal, by telephone or by emailing the school. Where an absence continues, we ask families to remain in contact with us. The school may also request appropriate evidence where necessary to support the reason for absence.

Illness and Medical Appointments

We understand that students will sometimes be genuinely too unwell to attend school. However, minor illness will not always require a student to remain at home. We encourage families to make a judgement about whether their daughter is well enough to attend and to contact us if support in school would help.

Where possible, routine medical and dental appointments should be arranged outside of school hours. Where this is not possible, students should attend school before and/or return following their appointment wherever practical.

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

Palmer's Green Campus: Oakthorpe Road, Palmer's Green, London N13 5TY

Enfield Campus: 50 London Road, Enfield, EN2 6EL

admin@st-annes.enfield.sch.uk

Tel: 020 8886 2165

Tel: 020 8366 0514

www.st-annes.enfield.sch.uk



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Term-Time Holidays and Leave of Absence

Family holidays should **not be taken during term time**.

Headteachers may only grant a leave of absence during term time where there are **exceptional circumstances**. Each request will be considered individually.

Requests must be made in writing to the Headteacher and sent to Attendance@st-annes.enfield.sch.uk in advance.

Parents should be aware that there is now a **national framework for penalty notices**.

A penalty notice must be considered where a student reaches the national threshold of **10 sessions of unauthorised absence within a rolling period of 10 school weeks**. Ten sessions is equivalent to five school days and can include a combination of different types of unauthorised absence, including unauthorised term-time leave and lateness after the register has closed.

Under the national framework:

- A first penalty notice is **£80 per parent, per child** if paid within 21 days, increasing to **£160** if paid within 28 days.
- A second penalty notice for the same child within a three-year period is **£160 per parent, per child**.
- A maximum of **two penalty notices** can be issued to the same parent for the same child within a three-year period.
- Where the threshold is met for a third time within that period, alternative legal action may be considered.

Working Together to Improve Attendance

Our approach will always be to identify concerns early and work in partnership with families.

Where attendance begins to decline, this may include contact from your daughter's Learning Support Coordinator or our Attendance Team, meetings with parents/carers, attendance plans and additional pastoral or external support where appropriate.

Where attendance does not improve despite support, or where support is not engaged with, the school may need to work with the Local Authority and consider formal attendance procedures.

We would much rather work with a family **before attendance becomes a significant concern**.

If your daughter is finding it difficult to attend school, is anxious about coming into school, or there are circumstances affecting her attendance, please contact her Learning Support Coordinator as soon as possible. There is often much more we can do when we know about a difficulty early.

Every Day Matters

Good attendance is not simply about achieving a percentage. Every day in school provides opportunities to learn, build relationships, take part in school life and make progress.

Thank you for working with us to ensure that your daughter attends regularly, arrives punctually and is able to make the most of everything St. Anne's has to offer.

Yours faithfully,

Mr D Delaney
Deputy Headteacher

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