

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

Act justly, love tenderly, walk humbly with your God



January 2023

Dear Parent/Carer and Student

Re: Attendance and Punctuality

At St. Anne's we believe it is vitally important for students to attend school regularly and on time. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality encourages students to become responsible and resilient individuals which will serve them well in their future working lives.

Standards

We expect every student to attend school every day. If attendance drops below 95% our pastoral teams will intervene. 95% equates to students having 7.5 days absence over the whole academic year.

Students should arrive on time every day and should be on site by 8.35am, ready for the start of registration at 8.40am.

We will support parents in their legal responsibility to ensure their daughter attends school regularly and punctually.

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 contact the school on the morning of the first day of absence via e-mail, X-pressions or using the absence telephone line and provide a specific reason for the absence and on each subsequent day of their absence.

On the first day back, we will require a note with an explanation of the absence.

Recognising Good Attendance and Punctuality

At St. Anne's we understand the importance of rewarding good attendance and have developed our rewards systems to ensure that all students who meet our expectations are recognised and awarded.

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

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

admin@st-annes.enfield.sch.uk

Tel: 020 8886 2165 Fax: 020 8886 6552
Tel: 020 8366 0514 Fax: 020 8366 1168

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Addressing Poor attendance

We work diligently to support all students to ensure excellent attendance. We will communicate regularly with parents/carers and provide support to overcome barriers to good attendance.

We will also involve our Attendance Team to work with families when attendance falls to unacceptable levels. Any student whose attendance falls below 90% and meets interim thresholds, throughout the year, is likely to be classified as a Persistent Absentee (PA). In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a GP appointment card or letter. Students in this attendance category will be monitored closely by our Attendance Officers who will conduct regular home visits and hold meetings with parents. Should there be no improvement in attendance, in these cases, we will seek intervention from the Local Authority Education Welfare Service to consider issuing a Penalty Notice in accordance with The Education (Penalty Notices) (England) Regulations 2012 or ultimately pursue court action under Section 444 of the Education Act 1996.

Unavoidable Absence

Absences that are considered unavoidable will be authorised. These include:

- Genuine illness unless your daughter is classed as a Persistent Absentee
- Attending a religious festival or ceremony with family
- A medical or dental appointment that could not be made outside of school hours
- Being in the hospital or having hospital treatment
- Attending a funeral with family
- Attending an interview for a job or a place at a college
- Taking part in a public performance or an examination

Avoidable Absence

Absences that are considered avoidable will not be authorised. These include:

- Trivial illness
- Looking after the house or waiting for workmen/deliveries etc
- Being on holiday – Penalty Notice may be issued
- Looking after brothers or sisters, including dropping them off at school or nursery
- Helping with housework or a family business
- Being unhappy or not getting on with others at school

Support with Attendance

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the student. If a student is reluctant to attend, it is

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never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter, and may make things worse. Contact your daughter's Achievement Leader immediately and openly discuss your worries. Your daughter could be avoiding school for a number of reasons, such as difficulties with school work, bullying, friendship problems and family difficulties. It is important that we identify the reason for your daughter's reluctance to attend school and work together to tackle the problem.

What can I do to encourage my daughter to attend School?

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

Mr D Delaney
Assistant Headteacher

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