Friday, 2nd July 2021

Dear Parents/carers,

**Re: Attendance and Punctuality**

At St John of Jerusalem Church of England Primary School, we work hard to ensure that every child makes good progress in their learning. To achieve good outcomes, your child must attend school regularly and arrive on time and not miss out on any of their lessons.

Good attendance is important for all children. Our Inclusion Manager and the administration team monitor the attendance daily.

If your child is absent, you must:

* Contact the school by 9:00 am (email or phone call) to inform the school of the reason for their absence.
* If the school have not been notified, the admin staff will call home.
* If they are unable to speak to the parent/carers and the child has been absent for more than two days, a letter will be sent home.
* If the absence persists and there is no contact with the school, the school will inform Hackney Education, and staff will do a home visit.
* If a child has persistent absence on certain days of the week, this would also trigger an alert, and parents/carers will be contacted. If it persists, the school will inform Hackney Education, who will further investigate.

Government guidance is that every child must be in school at least 95% of the time. I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

You may know that all parents/carers who have children of compulsory school age are responsible in law for ensuring that their child receives an efficient education. This means that you are responsible for ensuring that your child receives an appropriate full-time education, attends punctually, regularly and stays at school. Most parents fulfil this responsibility; however, a small number of parents have taken their children out of school without prior permission. This will be seen as an unauthorised absence.

**If you are planning to take your child out of school for an exceptional reason, you are required to request permission and complete a request for leave of absence form, giving plenty of notice.**

Government guidance states that Head Teachers may no longer grant pupils any leave of absence during term time unless there are ‘exceptional circumstances’. Leave of absence is granted entirely at the Head Teachers’ discretion.

Any unauthorised absences will be recorded on your child’s school record **and may be reported to the Hackney Education Attendance Team, possibly subjecting you to a Penalty Notice of £60.00 per child.**

I must point out that school attendance is mandatory, and as a parent/carer, you must ensure your child’s good attendance.

Yours sincerely,

Asarena Simon

Headteacher