

# St Mary's Lewisham CE Primary School

Headteacher: Mrs Christine Graham

329 Lewisham High Street, London, SE13 6NX

Telephone: 020 8690 2613

Email: [admin@st-marys.lewisham.sch.uk](mailto:admin@st-marys.lewisham.sch.uk)



## **"Personal Development at St Mary's is Outstanding" - Ofsted Dec 2021**

### Our Vision

*To be a learning community that promotes the unique gifts, wellbeing and potential of every person. Our work is founded on the life and teaching of Jesus Christ, building on His message of equality, peace and justice, guided by His words 'As I have loved you, so you must love one another' (John 13:34).*

25 September 2023

Dear parent/carer,

### **GOOD ATTENDANCE & PUNCTUALITY**

**CHILDREN ARE EXPECTED TO ARRIVE AT SCHOOL BY 08.40 EVERY DAY (GATES WILL CLOSE AT 08.55). SCHOOL FINISHES AT 15.10 (GATES OPEN AT 15.00).**

It is our expectation that children are in school and on time every day ready to learn. A child who is absent misses out on their future success, no matter whether absences are excused or unexcused, or whether they occur consecutively or sporadically throughout the year.

### **How can we work together to ensure good attendance?**

Parents and carers can help their children build a habit of good attendance by reinforcing bedtime and other routines, and by not booking holidays while school is in session.

The Attendance Officer and Local Authority will closely monitor our attendance numbers to help identify potential issues early on. Our school admin team is continually seeking ways to support your child and improve our attendance numbers. Just as we use grades and test scores to measure the progress that students and schools are making, we also look at the impact of absence rates.

***We encourage you to think about what you can do within your own family to help get your children to school on time each and every day. Please join us in our effort to make every day count.***

### **REQUESTS FOR ABSENCE**

Absence from school may be authorised if it is for the following reasons:	Absence from school will not be authorised for:
<ul style="list-style-type: none"><li>• Sickness (where medical evidence is provided)</li><li>• Unavoidable medical / dental appointments (with proof of appointment)</li></ul>	<ul style="list-style-type: none"><li>• Birthdays</li><li>• Term time holidays</li><li>• Shopping</li><li>• Looking after brothers, sisters or unwell parents</li><li>• Minding the house</li><li>• Trips of non-urgent nature</li></ul>



## Holiday absence requests

As a general rule we are unable to authorise any holidays during term time. The **only** exceptions may be for unexpected and genuine emergencies.

All requests for absence need to be completed at least two weeks before travel.

Five unauthorised days of absence will result in the parent/carer being asked to attend a meeting with the Local Authority Attendance Officer, who will decide whether to take the absence to the Local Authority Attendance Panel (depending on the reason and the evidence provided by the school).

***Taking holidays during term time has an adverse effect on your child's education. Please support us and your child by prioritizing your child being at school.***

## PROMPT ARRIVAL AT SCHOOL

School starts at 8:40am every morning. When they arrive, children go straight into their classroom and begin the day with a range of learning activities, including maths calculations, reading, grammar and spellings. Every minute they are late is a minute of lost learning.

The figures below state very clearly the impact lateness has on your child's education over the course of the year.



So even if you are only five minutes late every day, over the year this will add up to 3 days of lost learning time!

Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re-explain work. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

We are required to monitor children's punctuality and attendance. Ongoing lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act. We do understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances, and we ask that on these occasions you contact the school office by 8.30am and let us know when you will arrive.

**If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact the school office so that we can help to improve this situation and provide support if necessary.**

Yours sincerely,

**Mrs Christine Graham**  
**Headteacher**