



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

30th September 2022

Dear parent/carers,

Re: Student attendance to school

At Stepney All Saints School we monitor student attendance very closely. Attendance is central to raising standards in education and ensuring all students fulfil their potential. Missing out on lessons leaves students vulnerable to falling behind and those with poor attendance tend to achieve less in both primary and secondary school.

Student absence requests

In the first instance, if your child presents themselves to you as unwell then please send them to school regardless. At school our medical needs coordinator will be able to assess students. We will contact you if your child continues to feel unwell and cannot stay for the full day. **Please note that colds, coughs, runny noses and sore throats are common and do not require that children stay home from school.** A mask may be worn if so wished.

Illness and First Day Call

Children sometimes have to miss school because of illness or if they have long-term medical issues. If this is the case, parents should contact school the same day to let us know the reason why the child is not in school. Please be familiar with our school processes for reporting absence. If your child is unable to attend school through illness, you should inform us by telephone on the first day of absence before 8.30am. Please call 020 7790 6712 (Option 1) leaving a message stating your child's name, tutor group and a brief explanation of the nature of the illness. A call is requested for every day of absence unless you have spoken directly with the Attendance Officer. If you do not contact the school, your child's absence will be recorded as unauthorised.

Full details can be found on the school website - <https://www.stepneyallsaints.school/for-parents/school-rules-and-information/attendance-and-punctuality>

Time off for medical appointments

Medical appointments must be made for outside of school hours. If you are unable to get an appointment outside of school time, we must receive advance notice. Your child should attend school as normal before or after the appointment and be collected from reception. If a child requires ongoing treatment, this should be discussed with the school.

We have a duty of care to challenge poor attendance. Where attendance levels are low and where there are invalid reasons for a student's frequent absence or where parents condone absence (e.g. by taking children out of school on unauthorised holidays) then parents render themselves liable to a fine. Of course, no one wants this to happen but we need to be very clear about the issue.

We very much appreciate your efforts in maintaining high levels of attendance and ensuring the best education for your children. If you do have any questions or concerns, please do not hesitate to get in touch with us via email on info@stepneyallsaints.school.

Yours sincerely,

Paul Woods, Headteacher

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