



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

June 2023

Dear parents / guardians,

## **Every second counts – The importance of school attendance**

As we move towards the transition to secondary school in September, I would like to draw your attention to attendance and its key importance in ensuring that your child succeeds and flourishes at Stepney All Saints School.

### **Why is it so important that my child attends school on time every day?**

- When children miss school, they have to work harder to catch up.
- Children who are late miss the start of lessons and disrupt the rest of the class.
- At this age children are learning important attitudes, habits and skills which will influence them all through school and as adults.
- At Stepney All Saints School we have a clear expectation that students should aim for 100% attendance every year. We view attendance above 98% as excellent. Attendance below 95% is concerning and should attendance fall to 90% or below a student is considered a 'persistent absentee' (PA).
- It is your legal responsibility to ensure that your child attends the school regularly and on time.

### **What do I do if I need to keep my child off school?**

- Unless your child is clear very ill, you should send your child into school. We have our own medical staff who can support and if necessary, can contact you during the day if your child needs to return home.
- If your child is very unwell, however, please contact us on the first day of absence and every day they are off school.
- Tell us why they are absent and when you are expecting them to return.
- Keep in touch with us until your child returns giving regular updates and providing medical documentation.
- Please do not expect a child under 18 to do this for you. Always ask an adult friend or family member to do this if you cannot do it yourself.

### **Do not keep your child off school;**

- to go shopping.
- to visit relatives.
- to look after another member of the family including other siblings.
- to translate for family or friends.
- to attend routine appointments with a GP or dentist for example.
- to spend a long weekend away.
- to go to the airport to meet or say goodbye to family or friends.
- to take extended leave during term time.

### **What will happen if my child does not attend school on time every day?**

- If your child is late to school without a valid reason, they may be issued with after school detention.
- If the school is concerned, they will let you know and give you a chance to improve the situation. Your child's attendance will then be monitored by Tamjid Hussain, the school's Attendance Officer.
- If there is no improvement, you will be offered an appointment to talk about the problem and how we can help.
- If you do not keep this appointment and there is no improvement in the situation, you will be formally referred to the Tower Hamlets Attendance and Welfare Advisor. You will be offered a further appointment and will be expected to provide a medical certificate to cover any medical absence.

Stepney Way, London, E1 0RH | 0207 790 6712 | [www.StepneyAllSaints.School](http://www.StepneyAllSaints.School) | [info@stepneyallsaints.school](mailto:info@stepneyallsaints.school)

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- If there is still no improvement in your child's attendance and punctuality you may be prosecuted in the Magistrates Court. If found guilty you can be fined up to £2500 and will have a criminal record.

### **What happens if I take my child out of school for an extended period?**

Students have 12 weeks of holiday in a school year, and this is when any extended visits, etc. should be taken. The vast majority of requests for term time leave will be rejected, the absence will be unauthorised, and the school will in most cases make a referral to the Local Authority to issue a Penalty Notice. In addition, the Headteacher and/or members of the senior leadership team may meet with parents regarding any unauthorised absences. It is also important to note that an unauthorised extended period of time taken out of school can result in a child losing their place.

If you would like to read our attendance and punctuality policy in full, this can be found on the school website (click [HERE](#)). Also, please feel free to contact our attendance officer, Tamjid Hussain on 020 7790 6712 ext. 161.

### **Medical needs – Keeping us informed**

We have members of staff responsible for medical needs within the school. Their role is to oversee the medical and first aid needs of students. To support them in their work it is essential that we have all the relevant information.

- If your child has a medical condition, please ensure you send in the care plans and copies of any medical letters before the end of term on Wednesday 26<sup>th</sup> July. **The responsibility to ensure that this happens is that of the parent/carer and not that of the primary school.**
- In addition, and where relevant, please ensure that over the summer holiday you request a prescription for your child's emergency medication (plus a spare to be kept at school) and **bring this in on the first day of school and pass to the Medical Coordinator**. All medication must carry the pharmacy label and original packaging. All medication is kept in the student's individual box in the medical room.
- If your child has a condition that requires a toilet pass, a lift pass or any other medical need please ensure that the school has a letter from the GP/consultant that is dated within the last six months.
- If your child has an accident, new illness or hospital admission over the summer holidays please ensure you notify us on the first day of term.

Please do not hesitate to contact us if you have any questions. If you have any specific questions, please email Afsana Ahmed, the School Medical Coordinator, on [afsana.ahmed@stepneyallsaints.school](mailto:afsana.ahmed@stepneyallsaints.school)

### **Communication re: Primary Transition – Online Information Hub**

Again, I would like to remind you that to assist our communications, our school website contains a link to an online hub which groups together all the guidance and letters you have been receiving. There has been a lot of communication and the online resource assists in bringing all of the information together in one place. The link is: <https://sites.google.com/stepneyallsaintsschool.com/year6-starting2023/welcome>

Thank you in advance for your support and I will write to you again before the summer holidays with full details about the start of term in September.

Yours faithfully



Neil Jones  
Assistant Headteacher