

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



Act justly, love tenderly, walk humbly with your God

January 2025

Dear Parent/Carer and Student

Re: Attendance and Punctuality

At St. Anne's, we emphasise the importance of regular attendance and punctuality for our students' academic progress and personal development. These habits instill responsibility and resilience, preparing them for success in their future endeavors.

Standards:

We expect every student to attend school daily. If attendance falls below **96%**, our pastoral teams will intervene. This threshold equates to a maximum of **7.5 days** of absence during the academic year. Students should arrive on time, ready for registration at **8:40 am**, with the arrival cutoff at **8:35 am**. Please note that students arriving after **8:55 am** will attend punctuality club during the first 15 minutes of their lunch time break.

At St. Anne's, we firmly believe that family holidays should not be taken during term time. We will not authorise requests for holidays during term time and may issue Penalty Notices for unapproved leave. 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 notify the school of any absence via email, Parent Portal, or the absence telephone line on the first day, providing a specific reason for the absence. Upon return, we require a note explaining the absence.

Recognising Good Attendance and Punctuality:

We value and reward good attendance through our rewards system.

Addressing Poor Attendance:

We work diligently to support students with attendance issues, involving parents/carers and our Attendance Team. Students with attendance below 90% may be classified as Persistent Absentees (PAs), requiring additional medical evidence for further absence. PAs will receive close monitoring, including home visits and meetings with parents. Non-improvement may lead to penalty notices or court action.

Unavoidable Absence:

We authorise absences for genuine illness (except PAs), religious festivals, medical/dental appointments, hospitalisation, funerals, public performances, or examinations and may ask for evidence to support this.

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

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

Tel: 020 8886 2165

Email: admin@st-annes.enfield.sch.uk

Web: www.st-annes.enfield.sch.uk



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Avoidable Absence:

We do not authorise absences for trivial illness, housework, holidays (may result in penalty notices), sibling care, or personal reasons.

Support with Attendance:

For students reluctant to attend school, please contact your daughter's Learning Support Coordinator. Identifying and addressing the reasons behind reluctance is crucial for resolution.

Encouraging Attendance:

Ensure 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 her 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 her about the things she has learned, the friends she has made, and even what she had for lunch.

Yours faithfully

Mr D Delaney
Assistant Headteacher

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