



# Saint Cecilia's

## Church of England School

"Glorifying God through outstanding, enjoyable education"

### PERMISSION FOR ABSENCE/LATENESS – IMPORTANT INFORMATION

#### How do I obtain permission for my child to attend a doctor's/dentist's appointment or other family event/music exam/funeral during school time?

Where possible, medical appointments should be made outwith school hours. If your child needs to have an appointment within school hours, please provide the appointment details so the absence can be authorised. Your child must bring a letter to Reception or you must send an email to [reception@saintcecilias.london](mailto:reception@saintcecilias.london) at least **24 hours before the medical appointment**, stating the reason for the appointment, the date and time he or she needs to leave. In the interest of your child's safety, please make it clear if he or she is to **be collected or allowed to leave school alone for the appointment**. Please ensure your child returns to school after the appointment. It is not acceptable for a child to miss a day of learning to attend a dentist appointment or something similar.

As a rule, any requests for absence during term time will be refused, unless the circumstances are exceptional. You must email [reception@saintcecilias.london](mailto:reception@saintcecilias.london) and copy your message to your child's Year Leader at least 2 weeks before the proposed absence, giving as much detail as possible including why the absence cannot be taken during the school holiday time. Each request will be considered individually by the Leadership Team/Year Leader.

If permission for absence during school time has not been granted and your child is away from school, the absence will be marked as 'unauthorised'. If you have any concerns regarding your child's attendance, please contact your child's mentor or the school Reception.

#### Attainment and attendance - a note to parents/carers:

A Department of Education study has shown the link between absence and exam results. Even short absences make a big difference – [this graph](#) shows that results decrease with less than one week of absence over the whole year of schooling.

At Saint Cecilia's, we are committed to our pupils and keen that they succeed. Our school attendance target is 97%. Therefore, we are asking parents/carers to support us by ensuring any essential appointments are scheduled out of school hours to avoid missed learning. Thank you for your cooperation.

#### What if my child is late?

Your child will be marked "late" on the register if he or she is not in the classroom, ready for the school day, when the register starts.

If your child arrives late to school, (after 8.50am) he or she needs to report to Reception at the time of the arrival. This is of vital importance as he or she may not be accounted for in an event of a fire or emergency. As I am sure you understand, it is impractical for us to

interrupt teaching to ensure a child has arrived after registration so, in order to avoid the unnecessary telephone call from school (as below), please ensure that your child follows this procedure.

If we have not heard from you by 9.30/10.00am, we will contact you via text, asking for information on the whereabouts of your child. If we leave a message, please telephone us back as soon as possible with this information. It is important for pupils to be on time for school as children who arrive late disrupt the learning of the whole classroom.