



LITTLE ILFORD SCHOOL

COURAGE • COMMITMENT • COMPASSION

Rectory Road, London E12 6JB

Tel. 0208 478 8024 | info@littleilford.org | www.littleilford.newham.sch.uk

Co-Headteachers:

Ian Wilson

Helen Marriott

9 September 2019

Dear Parents/Carers,

I hope you had a great summer. I am writing to thank you for all your support in helping to ensure that our students have the best learning experiences whilst at Little Ilford School. To try to improve things still further, we have created a new Attendance and Punctuality Protocol, which is in line with many schools in Newham and in other neighbouring boroughs, and that has been introduced from September. Your child might have mentioned this to you already as the students were informed of the changes before the end of the summer term.

Our attendance record is above national but we are not where we would like to be as there are still some students with poor attendance and/or punctuality records. When students miss lessons they become insecure in their learning, causing unnecessary stress and anxiety later on. Our priority is to avoid these situations and to support you and your child, ensuring that they are in school every day and on time.

School gates open at 7.30am and close at 8.20am sharp; this will not change. However, from Monday 2nd September, students who are not in school before the gate closes at 8.20am will receive a one hour detention on the day as well as behaviour points, with further sanctions for recidivists.

We believe that, unless the circumstances are exceptional, there are no reasons for students to be late to school. If your child has to travel or walk a distance to come to school, please ensure they leave home with plenty of time so that they arrive before 8.20am. Having to wait for parents to bring them to school, to drop siblings off to school or missing a bus, for example, are not reasons that we will be accepting to justify lateness. If you live very far from Little Ilford School and you think your child might be sometimes late due to travel arrangements, perhaps you would like to consider different options, such as leaving earlier before the traffic builds up, or even enrolling your child in a school closer to home.

If a student is late, they will be given a detention on the day, which could stop them from being able to pick up a sibling from school or attend any other planned activity. If your child has a medical appointment, please provide evidence of it so that further sanctions are not applied if the detention is not served.

In relation to this, we would like to thank you for making medical appointments out of school hours. Please also be aware that, as advised by the borough's Attendance Service, we will only be accepting three notes or calls to justify an absence or lateness during the school year, requiring medical evidence after that.

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I hope the information included in this letter gives you a better understanding of the systems we have in place to ensure students maximise their learning opportunities. As always, should you have any query related to the content of this letter, do not hesitate to contact your child's Pastoral Team.

Thank you for your continued support.

Yours faithfully,

Ms. M. Vaquera-Mosquero
Assistant Headteacher
Attendance Lead

What we will NOT authorise:

- Leave from school for exceptional circumstances is at the Head Teacher's discretion. Please note that holidays are not exceptional circumstances. Likewise, we will not be able to authorise family weddings and other family events.
- We receive many requests related to the illness or death of a family member abroad and, whilst we are extremely sympathetic with these circumstances, we will not be able to authorise absences in these cases even if medical evidence is provided as the Local Authority does not accept any medical evidence from abroad.
- In relation to this, please be aware that we will not be able to authorise illnesses, missed flights, etc. that result in your child returning to school after the school holidays.
- There is also the risk of you getting a fine and / or your child missing their school placements if students go on holiday during term time.
- A medical or dental appointment during school hours (other than an emergency or appointments that cannot be made after school hours).
- Absent from school in the morning for an appointment in the afternoon or vice versa.
- Transport problems (e.g. missing school in the morning or for the whole day due to train delays / cancellations, missed bus or train, loss of Oyster card or having to top it up, waiting for a lift to school, etc.)
- Helping out at home
- Taking sibling to school, etc.
- Birthdays/shopping or other leisure activities
- Feeling ill (see also below)
- Overslept, etc.

Please note that students who arrive after 8.20am will receive a late mark and that all lates **after 9am** are considered **unauthorised absences** unless there is clear and acceptable evidence. Unauthorised holidays can lead to borough referrals and penalty notices.

What we will authorise:

- Sickness (please note that medical evidence will need to be provided such as prescription, doctor's certificate, etc.). In all cases, **only** please keep your child at home if you consider it to be **absolutely necessary**. If in doubt, it is advisable to send your child to school with a note asking us to keep an eye on him/her.
- Religious observance.
- Medical and other appointments (mainly emergency).



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Lates	Actions
Late once or twice in a week	<ul style="list-style-type: none"> Parents informed via Parent mail. Stamp in diary + behaviour point 1 hour Pastoral detention at the end of school. Failure to attend = 2 hour SLT detention after school.
Late three times in a week	<ul style="list-style-type: none"> As above plus 2 hours SLT detention in the same week. Failure to attend = Reflection Room. Student placed on report
Late four times in a week	<ul style="list-style-type: none"> As above 2 hours Saturday detention in the same week (instead of SLT detention) PALs school base meeting with parents and students first thing Monday morning following Saturday detention (reintegration meeting- Failure to attend = Reflection Room until parents attend meeting). Student contract signed by all. Student placed on punctuality report.
Late five times in any half a term	<ul style="list-style-type: none"> As 4 times lates plus School based meeting with parents, Pastoral team and relevant SLT LM. Parent contract and student placed on report.
Late six times in any half a term	<ul style="list-style-type: none"> As 5 times late but school based meeting is with AMS, not SLT LM Parent contract with AMS Student placed on report.

Please refer to the information below that shows how attendance and learning time missed due to poor punctuality can affect your child's future progression:

Above 97% attendance: Less than 6 days absence a year – Less than 30 hours of learning lost

Up to 30 hours of learning lost due to lateness or absence = Less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best levels/grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95% attendance: 10 days absence a year – 50 hours of learning lost

Up to 50 hours of learning lost due to lateness or absence = 10 days absence a year

These pupils are less likely to achieve their target levels/grades and will start to find it difficult to maintain a habit of attending school regularly. Pupils who take a 2-week holiday every year can only achieve 95% attendance.

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90% attendance: 19 days absence a year – 95 hours of learning lost

Up to 95 hours of learning lost due to lateness or absence = 19 days absence a year

The Government classifies pupils in this group as “Persistent Absentees”, and it will be almost impossible to keep up with work and achieve their target levels/grades. Parents of young people in this group could also face the possibility of legal action being taken by Newham Council, including the issuing of Penalty Notices and Fines.