**ST. IGNATIUS CATHOLIC PRIMARY SCHOOL**

Headteacher: Mr. C.J. Bonner

Dear Parents/carers, 5 March 2024

**ATTENDANCE / LATENESS**

I would like to remind you about the importance of maintaining a high level of attendance for your child.

It is essential that the children only miss school when they are ill and you avoid missing learning for your child for other reasons - especially taking holidays in term time.

We are updating our safeguarding procedures so that, going forward, all communication regarding pupil absence and lateness, is dealt with by Mrs Hibbert at the office.

If your child is too ill to attend school, please inform Mrs Hibbert by telephone on **0208 800 2771** or message her via Class Dojo.

It is important to do this promptly to avoid getting unnecessary calls from her about your child’s absence.

Please DO NOT message your child’s class teacher about absences and lateness.

Mrs Hibbert will record any communication you make with her on our central register system so that teachers can view it.

All other matters regarding your child’s learning and school issue, that are not related to attendance, can be directed to your child’s teacher via Class Dojo.

I am also asking for your support by making sure your child arrives punctually for school in the morning. Just a reminder that the gates open at 8.45am, for pupils to be seated to start their lessons at 8.55am.

If your child does arrive late to school, after 9am, they will need to enter via the main entrance to the office, as the gate on Anne Line playground will be locked as a security measure. Children in Years 3,4,5 and 6 must then write their names in a late book that is located at the reception desk in the school office.

Parents of younger children in Reception, Year 1 and Year 2, will need to accompany their child to the office and must complete the late book on behalf of their child.

Nursery gates will remain open until 9.15am for Nursery pupils - After this time, parents will need to wait with their child in the office area for staff to collect pupils directly from parents/carers.

If your child has continued or persistent absence you may be contacted by the local authority’s Educational Welfare Officer in order to formally address the matter.

**MOBILE PHONES**

I would also like to reiterate that pupils should not bring mobile phones to school. Previously we had permitted the older pupils to have very basic (call and text only) phones as a safety measure on their journey to and from school. However, despite many reminders, children are attempting to bring smartphones to school and they present a number of risks to all pupils. For this reason, no mobile phones can be brought to school by pupils.

Also please be aware that adults should not have their phone visible or in use while on the school site.

All of these steps are in place to keep both children and adults safe while they are on the school premises.

Yours sincerely,

C J Bonner

C J Bonner Head teacher