



*in God's hands*

# ST. IGNATIUS CATHOLIC PRIMARY

Headteacher: Mr. C.J. Bonner

26<sup>th</sup> April 2021

Dear Parents / Carers,

## Re : Attendance and Punctuality

**Attendance** - If your child is absent from school, please contact the school on the first day of their absence to explain the reason for this absence. You can send a message to the class teacher via Dojo, telephone the school office on 0208 800 2771 (voicemail option available), send a ParentMail message or email at [admin@st-igs.haringey.sch.uk](mailto:admin@st-igs.haringey.sch.uk)

**Punctuality** - It is important that children are in school on time to begin their lessons at **9am**. Frequent lateness can be very unsettling for the child who is late and for the other children disturbed by late arrivals. It can interfere with the child's education and can disrupt the smooth running of the class. The child will be missing vital learning at the beginning of the day, when work is being discussed and instructions given.

We are aware that sometimes there are unforeseen circumstances that arise that may lead to the disruption of and delay in journeys to school.

However, reasons given such as 'the traffic was bad' is not acceptable - We live in London and traffic during rush hour in the morning is expected to be heavy so it is the responsibility of parents/carers to ensure their children leave home early enough to accommodate for this.

Our entrance gate is open from **8.45am until 9.00am**. After 9am the gate will be locked.

Parents are reminded **not to leave children unattended** at the entrance gate before 8.45am.

Any pupil arriving after 9.00am, will need to ring the buzzer and come in to school via the office. Parents of late pupils are expected to bring them up to the office, where staff will note the time of arrival and the reason for lateness.

At the end of each week, pupils who are late two or more times that week, will be alerted via Class Dojo. If you are having difficulties getting your child to school on time and would like support, please contact the school to discuss this.

Thank you for your cooperation in this very important matter.

Yours Sincerely,  
School Attendance Team