

Sacred Heart of Mary Girls' School



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Dear Parent/Carer

Attendance and punctuality to school

Here at Sacred Heart of Mary Girls' School we believe that good attendance and punctuality are very important to your daughter's progress and attainment.

At different points in the school year, our Attendance Officer will be alerting you if your daughter's attendance consistently falls below the school target and should it not improve her Head of Year will be contacting you to invite you in for a meeting.

190 SCHOOL DAYS IN EACH YEAR					
0 days absence 190 days for education	10 days absence 180 days of education	19 days absence 171 days of education	29 days absence 161 days of education	38 days absence 152 days of education	47 days absence 143 days of education
100%	95%	90%	85%	80%	75%
Good Best chances of success		Worrying Less chance of success Makes it harder to make progress		Serious Concern Not fair on your child Court Action	

Please find the link below to our updated Attendance Policy for more details:

[Attendance Policy 2021.docx](#)

I would like to reiterate to you some of our expectations regarding attendance and punctuality:

- Please contact school **each and every day** your daughter is absent from school.
- Medical evidence is required for all absences of 5 or more days.
- Where medical/dental appointments cannot be arranged outside of school hours, pupils are expected to attend school either before or after the appointment time. Please provide evidence of such appointments in your daughter's planner.

- Minor illness/complaints (ie headaches, colds, tummy pains, period pains etc) are not acceptable reasons for absences. Should they require medication, please send this into school where your daughter can leave it with staff in the school office where she can access it if needed.
- Leave of absence during term time is not permitted except in exceptional circumstances.
- Persistence lateness is unacceptable and in the first instance after 10 lates, pupils will serve a Senior Staff detention; should it continue, it may lead to a referral to the Attendance Team at Havering Education Services

As always, we appreciate your continued support in ensuring that your daughter reaches her full potential and excellent attendance certainly contributes to this as well as preparing for life in the world of work.

Other reminders re uniform and behaviour

- Pupils in Years 7-11 are required to wear their winter uniform from Monday 1st November; please note they can wear **either** navy or white tights.
- Chewing gum is not allowed in school and if found chewing, there is an automatic Head of Year detention of 45 minutes.
- Mobile phones need to be switched off and earphones removed before entering the school gate. They should only be used once they have left school at 3.15 pm. Sixth formers may use their phones in the F block only.
- Please be aware that vaping is becoming very popular with young people nationally. Possession of a vape, vaping on the school premises or whilst wearing their school uniform will be taken very seriously and may result in an exclusion from school.

Yours sincerely

Miss B McConville - Assistant Head for Pastoral