

# St Mary's C.E. Primary School

Rectory Gardens, London N8 7QN Tel: 020 8340 4898 E-mail: office@stmarysn8.co.uk

Headteacher: Jane O'Brien



25<sup>th</sup> January 2024

Dear Parents/Carers,

## Attendance and Punctuality

Synergy Education & Welfare Service (SEWS) are working alongside St Mary's CE Primary School to reduce persistent absenteeism, improve attendance and punctuality.

As you are aware the school has high expectations in all areas of school life and attendance is no exception. Whilst the preferred aim is for your child to have 100% attendance, we do understand that absence may occur due to illness, however this should be rare. The aim is for all pupils to have at least 97% attendance.

SEWS, alongside the school and the Local Authority, will take appropriate action, statutory or other, if unauthorised absences are accumulated and attendance thresholds are not being met by individual pupils.

Please be reminded that leave during term time is not permitted without a valid reason. It is only the school that can authorise absences and if so, this will only be done in exceptional circumstances.

If you require any further information in relation to attendance and/or punctuality, please refer to the school's Attendance Policy.

Yours faithfully,

*Jane O'Brien*

Jane O'Brien  
Headteacher