



Community School
and
Children's Centre
Hilsea Street
Hackney
E5 0SH

Tel: 020 8985 7898
Fax: 020 8985 6966

Email: info@millfields.hackney.sch.uk

Headteacher - Jane Betsworth

16th September 2022

Attendance and Punctuality

Dear Parents and Carers,

I hope you and your child have settled into the school routine.

Please ensure that you arrive 5 mins before school starts, as late arrivals can disrupt staff and be detrimental to your child's learning.

YEAR GROUP	ARRIVAL TIME	REGISTRATION TIME
Nursery Reception Year 1 Year 2	8:35 am	8:40 am
Year 3 Year 4 Year 5 Year 6	8:45am	8:50am

If you arrive after this time your child will be marked in late. You may receive a text message or letter if your child has been marked in late several times in the week.

It's really important to contact the school immediately before 8:15am if you know your child will be:

- absent from school
- late for school
- attending a medical appointment. (evidence must be provided e.g. letter, appointment card, prescription or text message reminder sent to cgreen@millfields.hackney.sch.uk).

You can report absences via www.studybugs.com which is immediately recorded on our registers. You can still report absences/lateness by calling the school number 0208 9857898 and press option 1 to leave a message on our absence line. This is not always clear, so please speak clearly, including detailed reasons for absences and if your child will be in the next day.

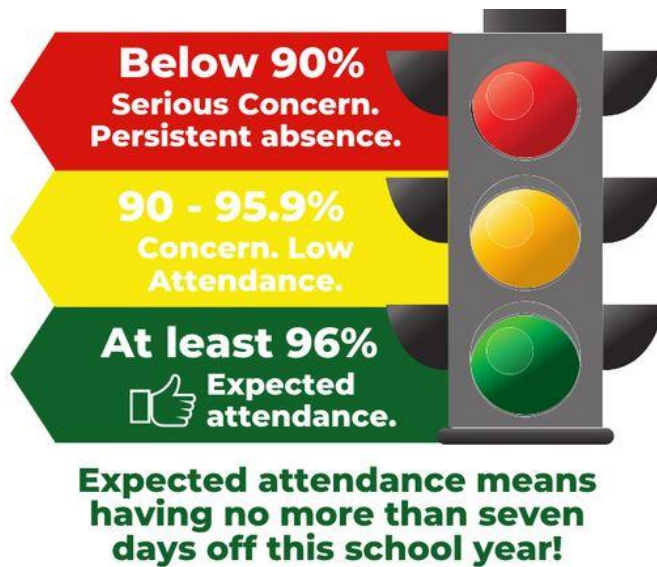
If your child is ill, please can you report the **symptoms** e.g. vomiting, diarrhoea, high temperature etc and seek medical advice if the absence persists more than 2 days. Please then provide the evidence to cgreen@millfields.hackney.sch.uk so their attendance mark can go down as medical. If your child has diarrhoea and vomiting, please allow 48 hours from the last episode before returning to school.



Healthy Schools



Just so you are aware, attendance and punctuality is monitored on a half term basis. If your attendance is below the national average of 96%, then you may receive a low attendance letter from myself. If it is below 90%, then your child is considered persistently absent and the Education Welfare officer will be in contact to address the absences.



Time off during term time need to be requested in advance via the leave request form attached. Please include as much detail as possible as we need to know for safeguarding reasons. Donna will call you if the time off has been authorised by Jane.

Please support staff with the attendance and punctuality procedures at the school.

Yours faithfully,

Crystal Green
Senior Admin Officer