

St John's & St Clement's C of E Primary School

Adys Road, London SE15 4DY

Telephone: 020 7525 9210

Email: office@sjsc.southwark.sch.uk



23 May 2018

Dear Parents and Carers,

We are introducing a new system for requesting permission to take children out of school during term time.

The form can be found in the school office, on the school website and attached to this email. Please ensure that the form is handed in to the school office or emailed to office@sjsc.southwark.sch.uk at least 2 weeks before the absence takes place.

This year, our attendance figures dropped and this can largely be attributed to the increased number of requests for children to miss school as a result of family holidays.

"By law, children of compulsory school age (5 to 16) must receive a suitable full-time education. You are legally responsible for making sure they attend regularly.

Regular school attendance is very important to giving your child the best possible start in life. Children who miss school frequently can fall behind with their work, don't perform as well in exams and are more likely to be involved in anti-social behaviour or crime". Southwark Council

We are unable to authorise absence requests for family holidays. Please do not arrange holidays in term time. Children have 13 weeks holidays a year – all holidays should be booked in this time. Southwark Council issue Penalty Notices which result in either fines or court proceedings.

Also, please ensure that you contact the school office by 9:30am on the first day of any absence (eg when a child is ill).

We have created a handy graphic to indicate to you acceptable attendance figures.

 Attendance at St John's and St Clement's	
100%	Excellent
96-99.9%	Good
90-95.9%	Closely monitor by the school – may be invited into meet the Educational Welfare Officer
89% or less	Referral to the Educational Welfare Officer in the Early Help Team in Southwark

Thank you for your support with this matter

Kind regards

Anna Harding
Deputy Headteacher