

04 September 2026

Dear Family,

As we begin the new academic year, I want to set out our expectations for attendance and punctuality. Regular attendance and arriving on time are essential to your child's education, progress and wellbeing.

We expect every student to:

- Attend school every day, unless they are genuinely unable to attend or their absence has been authorised
- Arrive at school by 8:40am, in full school uniform and ready for the day
- Be in their Lesson 1 classroom by 8:45am, ready to learn
- Arrive on time to every lesson and remain in school for the full school day

Attendance and punctuality

We want every student to achieve the highest possible attendance, with 97%+ representing a strong level of attendance. By comparison, 90% attendance means around 19 days of school missed across the academic year. We will monitor attendance and punctuality closely, with lateness recorded and our punctuality response, including detentions, applied consistently. Families will receive regular updates, including a termly attendance update, and we will contact you whenever there is a concern. If your child is unable to attend, please notify us on the first day of absence and provide a reason. Where there are genuine barriers to attendance, we will work with families to provide appropriate support.

When might absence or lateness be authorised?

We understand that there will sometimes be genuine reasons why a student cannot attend school or arrives late. However, attendance and punctuality are important every day, and absence or lateness should only occur where there is a genuine and unavoidable reason. The school will consider the circumstances of each case when deciding whether an absence or late arrival can be authorised.

Examples of reasons that may be authorised include:

- Illness or a medical condition that means the student is genuinely unable to attend school
- A medical or hospital appointment that cannot reasonably be arranged outside school hours
- Significant family circumstances or an emergency
- Religious observance, where applicable
- Exceptional circumstances agreed by the school in advance
- Unavoidable transport disruption or another exceptional circumstance where the school is satisfied that the student could not reasonably have arrived on time.

Reasons that would not normally be authorised include:

- Feeling tired or having had a late night
- Oversleeping or failing to set an alarm
- Getting ready late or taking too long to leave home
- Leaving home too late
- Traffic or congestion where there was a reasonable opportunity to leave earlier
- Routine appointments that could reasonably have been arranged outside school hours
- Looking after siblings or other family members, including taking siblings to school, where alternative arrangements could reasonably have been made
- Family holidays or extended trips that have not been agreed as exceptional circumstances

Being late matters too

If a student arrives after 8:45am, they are late and must report to the Late Registration Desk. The reason for lateness will be recorded. We recognise that genuine and unavoidable circumstances can occasionally cause a student to be late. However, reasons such as oversleeping, getting ready late, missing an alarm, leaving home too late or avoidable traffic delays are not normally considered reasonable reasons for lateness.

If a student is experiencing an ongoing difficulty that is affecting their ability to attend school regularly or arrive on time, please contact us. Our aim is to understand the barrier, provide appropriate support and work with families to improve attendance and punctuality.

Term-time absence and fines

Parents and carers should not arrange holidays or other avoidable absences during term time, as term-time holidays will normally be recorded as unauthorised unless there are exceptional circumstances. Unauthorised absence may result in penalty notices (fines) being issued by Camden Local Authority where the relevant threshold is met, including cases involving unauthorised lateness. Further unauthorised absence may result in further penalty notices or prosecution.

Every school day matters. Every lesson matters. Being on time matters.

Thank you for your continued cooperation and support.

Yours faithfully,



Mr G Moore
Headteacher