



## LONDON NAUTICAL

61 Stamford Street, London SE1 9NA

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Email: [admin@LNS.org.uk](mailto:admin@LNS.org.uk)

4<sup>th</sup> April 2025

Dear Parent/Carer,

At London Nautical, City of London Academy, we are very ambitious for all of our students and have high expectations for their academic achievement. If your child is going to excel at school, they must have an excellent attendance record, as attendance is linked to attainment. Therefore, we aim for each child to have a minimum attendance of **97%**.

The Local Authority and the Government track school attendance figures, and attendance below 96% is concerning.

To ensure that parents/carers are clear about our expectations, please take note of the following:

### Absence

- Parents/carers must inform the school of all absences in the morning of the first day of absence by telephone call/email to the school office 0207 928 6801 ext 243 or [nharvey@lns.org.uk](mailto:nharvey@lns.org.uk)
- If your child's attendance is under 96%, we will not authorise any illness without medical evidence. We will also not authorise absences for medical appointments (these must be made outside school hours).
- We will not authorise absences without medical evidence during the first and last week of a half term and official exams.
- All parents/carers will receive an attendance concern email or letter if their child's attendance falls below 96%. If attendance fails to improve, the attendance pathway for persistent absence will be applied.

### Appointments

- All appointments should be made outside of school hours.
- If a medical or dental appointment has to be made during the school day, the parent/carer must notify [nharvey@lns.org.uk](mailto:nharvey@lns.org.uk) at least **48 hours in advance**. Failure to do so will result in the absence being marked as an unauthorised absence. We will NOT allow a child to leave the school if the parent/carer has not informed us and has not provided evidence of the appointment. **This information must be communicated to us by the parent/carer and not the student.**



A CITY OF LONDON ACADEMY

- We will NOT authorise a whole day absence for dental or hospital appointments. You are expected to collect your child as close to the time of the appointment as possible and return them to school for the rest of the school day afterward. The student should only be out of school for the minimum amount of time necessary for the appointment.

### **Punctuality**

- All students are expected to attend school on time. Students arriving after the gates are closed must be signed in at the front desk.

**The times of the start and close of the school day for all pupils are:**

Gates open	8am
Gates close	8:37am
AM Session	8:37am
Register closes	9:07am
PM Session	2pm
End of the school day	3pm

- Students will be coded 'L' for being late if they arrive after the gates have closed and before the register closes.
- Students will be coded 'U' if they arrive after the register has closed. This will be recorded as an unauthorised absence.
- If there is a legitimate reason for your child's lateness, we ask that the parent/carer informs the school before their child's arrival to school or they will be given a late sanction.
- A reminder that we run a FREE breakfast club every morning from 8am where pupils can get a bagel for breakfast. We encourage all pupils to take advantage of this and therefore ensure they are at school in time.

**The following sanctions apply for lateness:**

- First late in a week will result in a 30 minute detention after school.
- Second late in a week will result in a 1 hour detention after school.
- Three lates in a week will result in a 2 hour detention after school on Friday. The sanction will continue to escalate if the student is late more than 3 times in a week.
- Students who are late up to 20 minutes after the start of the day will receive a 30 minute detention after school.
- Students arriving after 20 minutes and up to the end of Period 1 will receive a 1 hour detention after school.

- Students arriving after Period 1 may receive a 2 hour detention after school, and possibly an internal exclusion.

### Term Time Leave

- Parents/carers **DO NOT** have the right to take their child out of school during term time without permission from the principal.
- **All requests for term-time leave must be made in advance, to the Headteacher, for permission to be granted/authorised.** The principal has the final say over whether to approve the request and for how long your child can be absent. **Please complete the Exceptional Leave Request Form** and send it via email to the attention of Mr Schofield via [headspa@lns.org.uk](mailto:headspa@lns.org.uk)
- Unauthorised term-time leave will be referred to the Local Authority and parents/carers will be subject to a fixed penalty notice.
- Please note that the threshold for issuing penalty notices is 10 sessions in a 10-week period, which is equivalent to 5 school days.
- To ensure your child has excellent attendance please only keep your child off school if they have an infectious illness or are so unwell that they require medical attention. Your child mustn't be absent for minor problems such as a headache, sore throat, stomach ache, cough, or cold, as we will ask for medical evidence to support these absences.
- We know that some parents/carers may find this frustrating as it is difficult to get a GP appointment. **In addition, GPs are not contractually obligated to provide a sick note for children who are off sick from school.** We therefore advise parents/carers to attend a walk-in health centre or A&E to provide us with medical evidence, or a copy of a prescription.
- Many thanks in advance for your support and cooperation.

Yours sincerely,

*Mr M Knight*

Mr Knight

Senior Attendance Champion