



Principal: L Glees BSc (Hons) PGCE  
Prebend Street, Islington, London, N1 8PQ  
Tel: 020 7226 8611 | Fax: 020 7226 9363  
Email: [info@colai.org.uk](mailto:info@colai.org.uk) | Website: [www.colai.org.uk](http://www.colai.org.uk)

Dear Parent/Carer,

At City of London Academy Islington, we are very ambitious for all 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 directly 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. 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 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 226 8611** or **attendance@colai.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.
- Parents/carers **DO NOT** have the right to take their child out of the school during the school day **without medical or official documentation**. This must be provided before you visit the school to pick up your child.

#### **Appointments**

- All appointments should be made **outside of school hours**.
- If a medical or dental appointment must be made during the school day, the parent/carer **must apply for a leave of absence** by completing an Absent Request Form, **at least 48 hours in advance**. Failure to do so will result in the absence being marked as an **unauthorised absence**. Please note that **if the parent/carer has not informed us and has not provided evidence of the appointment, we may not be able to allow a child to leave the school site**. **This information must be communicated to us by the parent/carer and not the student**.
- 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**



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**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 late between **8.38am and 9.00am**, must sign in at the **back gate on Raleigh Street** (the usual student entrance).
  - Students arriving late **after 9.00am** must sign in at the **main reception**, entering via the **gate on Prebend Street**.

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

Gates open	8.20am
Gates close	8.38am
AM Session	8.40am
AM Register closes	9.15am
PM Session	1.20pm
PM Register closes	2.50pm
End of the school day	3.10pm

- 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.

### The following sanctions apply for lateness:

- Students who are late up to 10 minutes after the start of the day will receive a 20-minute Ready To Learn detention at lunch time that day.
- Students arriving after 10 minutes will receive a 1-hour SLT detention after school that day.

### 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 principal, for permission to be granted/authorised.** The principal has the final say over whether to approve the request and for



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how long your child can be absent. **Please complete the Exceptional Leave Request Form** and send it via email to the attention of Mrs Dervishi via [dervishiorjeta@colai.org.uk](mailto:dervishiorjeta@colai.org.uk)

- **Unauthorised term-time leave** will be referred to the Local Authority and parents/carers will be subject to a **fixed penalty notice**.

To ensure your child has excellent attendance, and to avoid being referred to Local Authority for persistent absence, please only keep your child off school if they have an infectious illness or are so unwell that they require medical attention. Your child should not 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 faithfully,

Mr C Kavanagh  
Vice Principal and Senior Attendance Champion