



La Retraite

Roman Catholic 11-19 Girls' School

Atkins Road, Clapham Park, London SW12 0AB

Tel: 020 8673 5644 Fax: 020 8675 8577

schsec@laretraite.lambeth.sch.uk

www.laretraite.lambeth.sch.uk

Head Teacher: Mr. D. Malins

Dear Parent/Guardian

Attendance to School September 2020

We are looking forward to welcoming your child back to school in September.

The Department for Education has asked schools to remind parents and guardians that it will be mandatory for **all** pupils to return to school full-time from the beginning of the autumn term. This means pupils are expected to attend school every day and on time.

The school has the responsibility to record attendance and follow up absence, but also to issue sanctions, in line with local authorities' codes of conduct, which may include issuing fixed penalty notices.

Non-attendance to school without prior permission from the Headteacher can only be authorised in the following circumstances:

- Illness – please do not send your child to school if they are ill or displaying symptoms of Covid-19 however mild.
- Medical Appointments – Please provide an appointment letter or card.
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice. – Please provide the school with evidence. In this instance we will offer them access to remote education for the period of time they have been required to stay away from school.
- A pupil is unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) – Please provide the school with medical evidence and we will offer access to remote education for the period of self-isolation

All other absences require written permission from the Headteacher in advance.

Please note, shielding advice for all adults and children stopped on 1st August 2020. This means that even the small number of pupils who will remain on the **shielded patient list can also return to school**, as can those who have family members who are shielding.

Faith, Values, Excellence



These past few months have been uncertain and difficult times and whilst the vast majority of our pupils are looking forward to a return to as near normal conditions as possible, we understand that you or your child may have particular anxieties about returning to school. We urge you to communicate these to us as early as possible so we can work with you to support and build confidence for your child to resume their education.

Please refer to the school website for specific details of the date and time your child is expected in school at the beginning of September.

We hope you have had a happy and safe summer holiday and look forward to welcoming you back to school in September.

Kind regards,

Dominic Malins
Headteacher

Leanne Quain
Attendance Officer