Shoreditch Park
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13.2.2026

Dear Parents and Carers,

This has been a wonderful half term. We have greatly enjoyed welcoming parents to family events and workshops in school. Our Spring 1 enrichment programme has included a range of exciting visits and activities, such as trips to museums, places of workshop and the Discovery Story Centre. We have also enjoyed whole school events such as Number Day. We are delighted with these opportunities which have given our pupils opportunities to extend their learning beyond the classroom.

We are always striving to improve as a school and identify areas where we can strengthen the outcomes pupils achieve. At the heart of pupils achieving well is attending school well. Therefore we are re-focusing our efforts in supporting every family to ensure pupils are in school for the maximum possible time. Lost time from school has a significant impact on pupil attainment and wellbeing.

Attendance and Punctuality

Attendance and Punctuality Policy

We have made several important updates to our Attendance and Punctuality Policy, which can be viewed on our website here: https://www.shoreditchpark.hackney.sch.uk/policies/attendance

We are committed to ensuring that all children attend school regularly, as we know how vital attendance is for both progress and wellbeing. In order to ensure support is put in place as soon as possible we will be contacting parents when attendance falls below our expectation of 95%.

Stages of attendance support	
First day of any absence	The Attendance Team will phone families to establish the underlying reason for the absence.
When attendance falls below 95%	The Pastoral Manager will share the pupil's information with Synergy Attendance Support for monitoring. The case will be added to the caseload of our Attendance Officer at Hackney Education. Families will be sent an invitation to attend our weekly Attendance Surgery.
Absence falls between 85% and 90%	Hackney's Attendance Officer will contact the family to discuss barriers to attendance and a timescale for improvement will be set. An Individual Attendance Plan will be created and monitored on a monthly basis. Pupils will be added to the persistent absence list.
Attendance falls below 85%	Attendance plans will be reviewed fortnightly. A Fixed Penalty Notice may be issued.

<u>EYFS attendance</u>

Although school attendance is not compulsory for children under the age of five, establishing strong attendance habits from the very beginning of a pupil's time in education is essential. To ensure our youngest pupils develop these healthy habits early on, EYFS attendance will be monitored and supported in line with the rest of the school. By working together, we can give every child the best possible start to their educational journey.

Punctuality

Punctuality is a vital part of good attendance. Pupils who arrive after 9:00am miss part of their reading lesson, which is a crucial part of developing their phonic knowledge, comprehension skills and overall confidence in learning. If this happens repeatedly, gaps in learning can begin to build up over time, making it harder for children to keep up with their peers.

We encourage all pupils to arrive by 8:45am so they can take part in our ASPIRE soft start. This is a calm and purposeful start to the day where children engage in calm activities, check-in with their class teacher and prepare themselves for the day ahead.

In order to ensure that pupils are in class and ready to learn by 9am school gates will close promptly at 8.55am after the Easter holidays. Please ensure that you leave home in time to arrive before the gates close.

Attendance rewards

We also aim to recognise and reward pupils who demonstrate good attendance and punctuality habits. We have introduced weekly attendance and punctuality raffles. In addition, there will be a whole-school prize draw at the end of the academic year, with exciting prizes awarded including for 100% attendance, good attendance and most improved attendance. Each term, the classes with the best overall attendance and punctuality will also be rewarded with a celebration party.

Early collection from school

In order to ensure the safety and safeguarding of all children, informal arrangements for early collection cannot take place. If you need to collect your child during the school day for an emergency medical appointment or any other essential appointment, the school office must be informed in advance by the completion of an absence request form. Evidence of the appointment

must also be provided (for example, a copy of the appointment letter or text confirmation). **All non-emergency appointments should be made outside of school time.**

Where evidence is not provided, pupils will not be released early and must be collected at 3.30pm from their usual collection line, not from the school office.

We appreciate that occasionally appointments cannot be scheduled outside of school hours. In these cases, we will of course support families where appropriate evidence is provided.

Uniform expectations

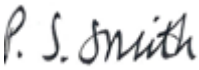
As part of our ASPIRE ethos, we expect pupils to take pride in their appearance by wearing the correct school uniform each day. Our full uniform list can be viewed on the school website: https://www.shoreditchpark.hackney.sch.uk/parents/uniform

Black trainers are permitted; however, they must be completely black with no additional colours or logos. With the exception of small stud earrings, children should not wear jewellery to school. Pupils will be asked to remove any jewellery and the school cannot take responsibility for items that are lost.

Recently, we have seen an increase in pupils attending school in non-uniform clothing on PE days. This is not permitted and letters will be sent home where this occurs. All pupils from Reception to Year 6 should wear PE T-Shirt, School jumper, grey tracksuit bottoms (without branding). Sweatshirts and hoodies should not be worn.

Thank you for your support in maintaining high standards and helping our pupils represent the school with pride.

Yours sincerely,



Penny Smith

Headteacher