

## **School Attendance**

Please support the school attendance policy - children can only learn effectively when they attend school regularly.

Family holidays should be taken during school holidays and not in term time.

Holidays taken in term time cannot be authorised.

There may be times when a child needs to be absent for special occasions such as a wedding, religious festival, music examination or to perform at a sporting event. Permission for this must be given via the exceptional circumstances form available from the school office.

If a child is persistently absent, you may receive a fine.

If there are any problems please contact us, we are always happy to offer advice.

## **Reporting Absence**

As soon as a parent knows their child is to be absent, they should inform school by phone, stating the reason for absence and how long the child is likely to be absent for. This call should be made by 9:30 am on the first day of absence. If this call is not received, the school will try and make contact with the family concerned. When the child returns to school they should have a note written in their planner to the class teacher detailing the reason for absence.

## **Medical Appointments**

Wherever possible dental and medical appointments should be made outside school hours. If this is not possible, parents should provide either a letter or an appointment card for school records.

## **Children leaving/returning to school**

If it is necessary for a child to leave school during the day parents should inform the school in advance. When the child is due to leave school they must be collected by an adult from the school office. When a child returns to school during the school day the responsible adult must inform the school office. This information is essential in case of a fire.