

**Attendance**  
**Information for Parents and Carers.**

**Our School Day**

School starts:9.00am  
School Ends: 3.15pm

**Reporting Absence**

Please phone school as soon as possible in the morning to let us know if your child is absent. We will call you if your child does not arrive in school if you have not contacted us.

**Medical Appointments**

If possible, routine medical appointments should be made outside of the school day. However, we understand that this is sometimes not possible. Please let the office know in advance if your child has a medical appointment and show an appointment card or letter to Michelle or Debbie.

**Requests for Leave of Absence**

Permission for prearranged absence can only be granted by the Headteacher in exceptional circumstances. Please ask for a form from the office if you feel that your child will need to be absent for a specific reason. Holidays should not be taken during term time.

**Persistent Absence**

If your child's attendance drops below 90% we are required to look at their patterns of absence. We understand and are very sympathetic to the fact that some of our children have medical needs that impact on their health and attendance. However, in some cases we may contact you to see if there is anything we can do to help improve your child's attendance.

**Attendance Rewards**

We like to reward children who have good or improving attendance. At the end of every half term we will look at your child's attendance and give out certificates to those children who have

- 100% attendance
- Greatly improved attendance
- Met individual attendance targets

**Thank you so much for all your support in helping your child to have the best attendance that they possibly can.**