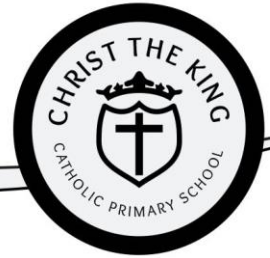


To live, to love, to serve in the light of Christ the King



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## Attendance Newsletter

Good attendance is something to be proud of and it supports children in fulfilling their educational potential.

This newsletter gives you some guidance regarding matters of attendance, whether it is illness, special leave, celebrations or lateness.

If you have any concerns about your child's attendance or feel school need to be aware of any changes at home that may affect their attendance, please feel free to contact school and we can support you.

### Appointments

If your child/ren have appointments (doctor, hospital, dentist etc) during school time, please let the school office know so that it can be recorded in the register with the relevant code.

You will be required to show an appointment card or letter and a copy will be taken for our files.

### Lateness

The cloakroom doors close at 9am. Any children arriving late should enter school through the main doors and sign in, giving a reason for lateness.

If you have a reason for continuous lateness, please inform the office and we will support you in getting your child/ren to school on time.

We understand that being late sometimes cannot be avoided. However, children who are late miss out on vital parts of their learning as well as the social interaction at the beginning of the day.

### Special Leave Requests

In September 2013 changes were made by the Department of Education with regard to holidays during term time. Schools can no longer authorise holiday requests. If children are taken on holiday during school time, parents/carers may face a Fixed Penalty Notice.

If you still wish to proceed with taking your child out of school you must complete an Exceptional Circumstances Form and hand it back into the office. If you have any documentation supporting your request please attach it to the form. The Headteacher will inform you by letter of the next steps.

If you proceed to take your child out of school without permission, you will receive a letter warning you that the Local Authority may decide to issue you with a Fixed Penalty Notice.