



## CARCLAZE COMMUNITY PRIMARY SCHOOL – AN ACADEMY

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Head Teacher: Mr Simon Pollard

**'Care Communicate Persevere Sparkle'**

15<sup>th</sup> July 2020

Dear Parent/Carer

### GENERAL ATTENDANCE INFORMATION FOR PARENTS

The School opens to pupils at 8.30am. Our registers will be taken soon after arrival (see table below). Pupils arriving 20 minutes after their allotted time will be marked late (code L). If any pupils arrive after our registration period closes (9.30am) they will be marked unauthorised lateness (code U). Please arrive promptly to avoid mass gatherings.

Our morning registration period will close at 9.30am for the Autumn half term only. Please see tables below for arrival times and dates for each year group.

	School gate/Entrance to be used	Drop off Time
<b>FS</b>	Patio Gate Entrance	9:00am
<b>Year 1</b>	Patio Gate Entrance	8:50am
<b>Year 2</b>	Bike Shed Gate	8:50am
<b>Year 3</b>	Patio Gate Entrance	8:40am
<b>Year 4</b>	Bike Shed Gate	8:40am
<b>Year 5</b>	Bike Shed Gate	8:30am
<b>Year 6</b>	Patio Gate Entrance	8.30am

Date	Year Groups Return
Tuesday 1 <sup>st</sup> September	School Closed: Inset
Wednesday 2 <sup>nd</sup> September	Year 6
Thursday 3 <sup>rd</sup> September	Year 5
Friday 4 <sup>th</sup> September	Year 3 and 4
Monday 7 <sup>th</sup> September	All children return to school

If your child is ill and therefore cannot attend school, please ring the school on the first day of their absence and inform the school of the reason for the child's absence. If we receive no reason for the child's absence it will be marked as unauthorised absence.

Unauthorised absence can mean that legal action could be taken against you – in these circumstances, we will work with you to avoid the need for this course of action to be taken.

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### **Dental/Medical Appointments**

As a school we ask that wherever possible general dental and medical appointments are made outside school hours. Where they have to be made within school hours we would expect your child to come into school prior to the appointment and return to school as soon as possible after the appointment.

There is no expectation that orthodontic or hospital appointments are taken outside school hours. We appreciate that these appointments are difficult to get outside school times. In these cases, please provide us with a copy of the hospital/dental appointment letter as early as possible.

### **Holidays During Term Time**

Unless there are exceptional circumstances it is unlikely that leave during term time will be granted. If you are likely to take leave during the term please complete the **exceptional leave request form** (available in main reception) and return to the school office at least 2 weeks prior to your possible leave date. We also issue Penalty Notice fines for any holiday taken during term time of 5 days or more. Please see attached warning letter re Penalty Notice fines.

### **Unauthorised Absences**

Absences which are not authorised, are monitored by our school Education Welfare Officer (Tracy McLennan). It is likely that if there are a number of unauthorised absences on your child's absence record that you will be invited to attend an appointment with myself, Alisa Shopland (Attendance Officer) and our Education Welfare Officer. These meetings are designed to be supportive and we would encourage you to attend wherever possible.

Yours sincerely

Mr Simon Pollard  
Head Teacher