

Sacred Heart Primary School

Attendance Factsheet

By law, all children must receive a full time education. As a parent/carer you are responsible for making sure your child attends school regularly and on time.

Unacceptable reasons for absence;

- Shopping
- Birthday trips and treats
- Looking after others at home
- Non-urgent medical/dental appointments
- Buying shoes/school uniform
- Children acting as translators
- The car breaking down/traffic
- Picking up/dropping relatives at the airport
- Family holidays

These absences will be marked unauthorised

Leave of absence; If you would like to take your child out of school during term time, you must apply to Mrs Cullen by completing a 'Leave of Absence Request Form'

What can I do to help my child attend school regularly?

- Ensure that they attend school every day and on time
- Take an interest in your child's education
- Talk to the school if you have any concerns
- Only take holidays in school holiday-time

Regular attendance also means PUNCTUAL attendance;

Morning:

- School is open from 8.45am
- Registration is taken at 8.55am
- All children arriving after 9.00am will receive a L code on the register as a late mark
- Children arriving after 9.25am will receive a U code on the register for unauthorised absence

Afternoon:

- Registration – KS1 1.15pm
KS2 – 1.30pm

- School ends at 3.30pm

Please ensure that you pick up your child/children on time

Absence and the reporting of illness;

If your child is ill please contact the school on the first day of absence; 01582 730781 option 1 and update the school daily

Absences over 2 days may result in a home visit from a member of staff

- Children must not attend school if they have any infectious illnesses (please take advice from your GP). For instance: Chicken Pox, Measles, German Measles, Mumps etc
- Sickness and Diarrhoea
- Flu (diagnosed by Medical Professional)

The school will always contact you if your child is unwell. Please try to send them into school if they are just a little 'under the weather'; runny nose, tummy ache, headache etc.

If you are unsure if your child can attend school, please contact the school office for information and advice: 01582 730781