

Ashmole Primary School

Attendance & Punctuality



Registration

May we remind parents/carers that all children should be in school by **8.50am** which is the start of the school day. The school gates are open from 8.00am and close at 9am. If your child is late for school an adult must come with them to the school office to sign them in, so that the register can be amended.

Please be aware that lateness is very disruptive to the pupils and to the class teacher. Children arriving after 9.05am will be marked late and children arriving after 9.30am will be marked with unauthorised late. Persistent lateness will be monitored and will also not be authorised.

Our Attendance Officer carries out regular register checks and children with persistent absences/lateness will be required to provide evidence for these to be authorised.

Please ensure your child is collected on time at the end of the school day:

Reception: 3.15pm Years 1 & 2: 3.15pm Years 3 - 6: 3.25pm

Illness

If your child is absent from school due to illness, please notify the school on the **first day of absence** either by email or telephone.

If a child is absent for more than three days due to illness, a letter should also be brought in upon their return to school, together with medical evidence to confirm reason for absence.

Medical Appointments

Where possible, medical appointments should be arranged outside school hours. If a child needs to be taken out of school for medical appointments, the school is required to evidence appointment letters.

Absence During Term Time

Any absence should be requested in advance and in writing to Mr Tofallis, Headteacher, explaining the reason for the absence. You will be asked to provide documents to confirm your reason for absence. Please remember:

- All children are expected to attend school every day during term time
- Parents are reminded that it is expected family holidays will be arranged during school holiday periods
- Only in exceptional circumstances may leave be granted, provided this is requested in advance of the absence and documentation is provided as evidence of exceptional circumstances
- Where children are taken out of school without permission, these absences will be deemed unauthorised. In such cases the school can refer to the Education Welfare Service with regard to Penalty Notices