

## **Punctuality**

The main school gate is closed at 9.00am promptly and any children who then have to enter school using the small playground gate are deemed to be late and will be given a late mark. Children should be in the main playground by 8.55am to ensure they are ready to start the school day at 9.00am.

It is very important that your child is on time for school every day. For many children it is very distressing to be late for school and to enter the classroom when everybody else is settled and working. Your child will also miss important work which may affect their progress if they are frequently missing the start of the school day.

In the first instance, parents of persistently late children receive a letter reminding them of the time school begins and of the importance of their children being punctual. If punctuality does not improve parents are issued a second letter inviting them to come and explain their child's persistent lateness to the Headteacher.

## **Illness**

If your child is unwell and unable to attend school parents or carers, must contact the school by 10.00am on the first day of the child's absence, giving the reason for the absence.

Messages can be left on the school answer phone if you are unable to speak to a member of the office staff. If the school does not receive notice from parents or carers, then school office staff will telephone to enquire as to why the child is not at school. The need for this action is noted on the child's records.

Where parents have not provided a reason for absence and no contact has been made with the parent then the child will receive an unauthorised absence mark for that day

## **Medical appointments**

We ask that parents try to arrange medical/dental appointments outside of school time where possible. We understand that this is not always possible. If your child does need to attend an appointment we ask that you provide a copy of the appointment letter, in advance, to the school office.

