

ATTENDANCE

Regular attendance is very important and school records will clearly identify absence.

Please notify school of any absence in writing.

Parents must fill in a Leave of Absence form and meet with the Head Teacher for any holidays taken in school time.

School works closely with the Local Authority attendance officers to ensure good attendance.

Mr A Rigby is our Education Welfare Officer. He also monitors punctuality.

Schools attendance target for 2015/16 is 95%

PLEASE NOTE

All absences will be picked up by the computer system and a First Day Response system is in place. Failure to notify school of a reason for absence before 10.30am on the first day may result in a visit from Mr Rigby.
We will advise you of your Childs attendance record at least once a term.

We also monitor punctuality Very Closely.

School starts promptly at **8.55am** and all children arriving after **9.00am** will be entered into the late book.

School finishes at **3.20pm**. Parents are requested to wait on the playground. If the regular person is unavailable to collect your child please notify school. If we have not been notified of a change, we will not let children go home until parents arrive. Children will be kept in school until collected.