

## **ST. PETER'S CE PRIMARY SCHOOL, HESWALL, WIRRAL**

18<sup>th</sup> April 2016

Dear Parents,

### **Guidelines for Parents on Pupil Absence & Lateness**

We have made some slight changes to the procedures for notifying school when your child is absent. As part of the school's commitment to safeguarding all pupils, it is important that we know when a child is not/will not be in school before 9am on the first day of absence. The procedures are detailed below.

It is also important that pupils arrive at school in good time and are ready to learn at the start of the school day. We regard punctuality as an important discipline and encourage parents to support us in this. Pupils should arrive at school for 8:50am every morning, with registration being taken promptly at 9am. Pupils arriving after 9am must report directly to the school office to receive their attendance mark before going to class. Parents will be contacted when a pupil is persistently late.

- 1) As soon as you know your child will not be in school please contact the school office. You can leave a message on the School's answerphone which is available out of hours until 8:30am each morning. Alternatively, please telephone the office between 8:30am to 9am on Tel: 0151 342 2556.
- 2) Please advise on the first day of the absence if you know that your child will be off for more than one day and when they are expected back into school.
- 3) If a child is absent from school for more than one day, and school hasn't been notified of this extended absence, the Parent/Carer is required to call the School upon each day that the child is ill.
- 4) Upon the child's return to school following an absence, a covering letter explaining the absence is required. This should be addressed to the Class Teacher
- 5) If your child arrives after 9am they must report to the main reception to be marked as present into school.

Thank you for your cooperation and support.

Chris Penn

**Headteacher**