



CARCLAZE COMMUNITY PRIMARY SCHOOL – AN ACADEMY

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Head Teacher: Mr Simon Pollard

'Care Communicate Persevere Sparkle'

7th January 2020

GENERAL ATTENDANCE INFORMATION FOR PARENTS

Dear Parents/Carers

The School opens to pupils at 8.40am. Our registers are taken at 8.50am. Pupils arriving after 8.50am but between these two times are marked as Present (code /).

Our morning registers close at 9.10am. Pupils arriving between 8.50am and the close time will be marked as late (code L).

Pupils arriving after this time will be marked as an unauthorised lateness (code U).

Unauthorised absence can mean that legal action could be taken against you – in these circumstances we will work with you to avoid the need for this course of action to be taken.

Dental/Medical Appointments

As a school we ask that wherever possible general dental and medical appointments are made outside school hours. Where they have to be made within school hours we would expect your child to come into school prior to the appointment and return to school as soon as possible after the appointment.

There is no expectation that orthodontic or hospital appointments are taken outside school hours. We appreciate that these appointments are difficult to get outside school times. In these cases, please provide us with a copy of the hospital/dental appointment letter as early as possible.

Holidays During Term Time

Unless there are exceptional circumstances it is unlikely that leave during term time will be granted. If you are likely to take leave during the term please complete the **exceptional leave request form** and return to the school office at least 2 weeks prior to your possible leave date.

Unauthorised Absences

Absences which are not authorised are monitored by our school Education Welfare Officer. It is likely that if there are a number of unauthorised absences on your child's absence record that you will be invited to attend an appointment with myself, Alisa Shopland (Attendance Officer) and our Education Welfare Officer. These meetings are designed to be supportive and we would encourage you to attend wherever possible.

Yours sincerely

Mr Simon Pollard
Head Teacher