



# St Margaret of Scotland Primary School



## Attendance Information

By law, all children must receive a full time education. As a parent/carer you are responsible for making sure that your child attends school regularly and on time.

Term time leave will only be granted under exceptional circumstances. A Leave of Absence Form must be completed for all requests.

### What can I do to help my child attend school regularly?

- ◆ Ensure your child attends school every day and on time
- ◆ If your child is ill you must contact the school on the first day of absence Tel 01582 723430, Option 3
- ◆ Take an interest in your child's education
- ◆ Only take holidays in school holiday time
- ◆ Talk to the school if you have concerns

### Illness

- ◆ Children must not attend school if they have any infectious illnesses (please take advice from your GP) e.g. Chicken Pox, Measles, German Measles, mumps etc. Sickness and Diarrhoea requires 48 hours clear before return to school. Always try to send your child to school even if they feel a little "under the weather" e.g. runny nose, tummy ache, headache, etc. The School will always contact you if your child is unwell.

### Regular attendance also means PUNCTUAL attendance

The gate is open between: 08:15am and 08:25am

Morning registration is at 08:30am

All children arriving after 08:30am will receive a late mark (L code on the register)

Children arriving after 09:00am receive a "U" code on the register – unauthorised late absence

Afternoon registration is at 12:30pm for KS1 and 1.00pm for KS2

School Ends at 3.00pm for all year groups

Please remember to pick your child/children up on time.

### Unacceptable reasons for absence:

- ◆ Shopping
- ◆ Birthday treats and trips
- ◆ Looking after others at home
- ◆ Non-urgent medical or dental appointment
- ◆ Your car breaking down
- ◆ Picking up or taking relatives to the airport
- ◆ Family Holidays

These absences will be marked as unauthorised