



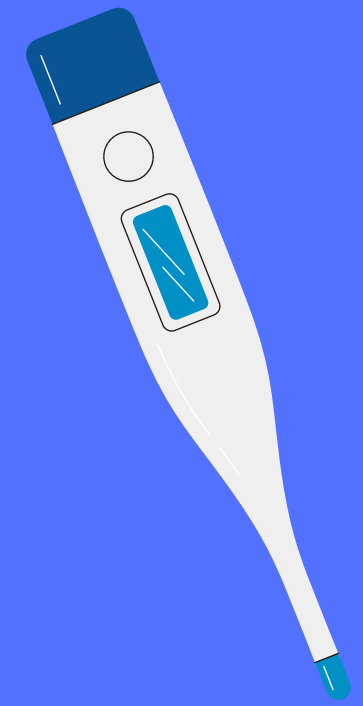
# ATTENDANCE INFORMATION

## TOP TIPS TO KEEP A GREAT ATTENDANCE RECORD

All children of compulsory school age (between 5 and 16 years old) are required to attend school daily. St Francis RC Primary School seeks to ensure that all its pupils receive a full time education, which maximizes opportunities for each child to realise their potential.

## ILLNESS AND ABSENCES

If your child is absent from school, please telephone the school Office (020 76390187) before 9.15am. We recommend that all medical appointments are made outside of the school hours where possible but if this is not an option, please advise office staff accordingly with proof of the appointment. It is expected that children attend school daily so please reply to any texts/phonecalls from the school to let us know your child is safe. If your child has a childhood illness (e.g. chicken pox, measles) contact the school for further advice.



## LATENESS

The school day starts at 8.50am. If your child arrives in school after 9am, they will be marked as late. Lateness causes disruption to your child and the other pupils in the class. So please arrive to school on time and keep the office informed if you know of a reason why your child will be late e.g. traffic jams. Lateness after 9.30am will be marked as unauthorised. It is our legal duty to refer persistent lateness to the Education Welfare and Attendance officer.

## ATTENDANCE

Only the Headteacher can authorise non attendance of school. Absences will not be authorised in the following instances:

- Another member of the family is ill
- The family overslept or had a late night
- There is bad weather and the school is still open
- You have forgotten school dates
- Child's birthday
- Your child attends a medical appointment without the written proof

At St Francis, attendance is monitored closely and any attendance below 90% will result in a formal meeting with the Headteacher. If poor attendance persists, we are legally required to report this to Southwark Education, Welfare and Attendance Team (EWAS).



## REQUESTING HOLIDAYS

At St Francis, following government guidance, all requests for holidays during term time will be denied. If you still choose to take the holiday during term time, the absence will be unauthorised. If you wish to request leave due to special circumstances, you must complete a Leave of Absence Form. Your request will then be considered by the Headteacher.