



St. Helen's Catholic Primary School



## Attendance and Punctuality Guidance for Parents and Carers



### ATTENDANCE

Absence due to illness. If your child has sickness and/or diarrhoea, they should be kept home for the day/s of illness and the following day. If your child has a temperature they should be kept home until it returns to normal. Any unexplained rashes should be checked by a doctor/nurse/pharmacist before sending your child to school.



It is not necessary for your child to be kept at home with minor ailments such as a cough, cold, slight aches and pains, sore throat etc.  
If your child's condition worsens during the day we will contact you as appropriate.

**PLEASE ENSURE UP TO DATE CONTACT DETAILS ARE ALWAYS GIVEN TO THE OFFICE.**

If it is necessary to keep your child from school please ensure you telephone the office on 01702 343823 **by 9.15am** on **EACH DAY** of their absence. We have an absence line option so a message can be left at any time of day or night – please leave details of your child's name, class and **FULL REASON FOR THEIR ABSENCE.**  
Alternatively you can send a text/email via the School Gateway.

Medical appointments should be made outside of school hours wherever possible. If an appointment is made during school hours, a letter should be sent in with your child or via the letterbox in the lobby, (as far in advance as possible) detailing the time and nature of the appointment. Where, possible, your child should then attend school before/after the appointment, as appropriate.



P.T.O.



## PUNCTUALITY



Good time keeping is an important life skill which should be encouraged from childhood. If a child is constantly late for school, they miss out on parts of lessons (as well as disrupting the rest of the class who are already settled and working).

The school gate opens at 8.30am and closes at 8.45am.

Good time keeping is also essential at the end of the school day when your child should be collected promptly at 3.15pm if in the infants (Years Reception, 1 and 2) , 3.20pm if in Years 3 or 4 and 3.25pm if in Years 5 and 6.



Any late marks and absences have to be reported to the Local Authority and will be investigated by them if deemed necessary.



If you have any concerns regarding your child's attendance and/or punctuality please contact the school office to make an appointment to discuss the matter.

**We do understand that sometimes your child's attendance/punctuality is affected by circumstances beyond your control. When poor rates of attendance/punctuality occur, if home and school work together, we can turn this around for the benefit of your child.**

