

## Attendance Matters

**Please help your child to have a good start to the day by being punctual.**

Parents/carers are asked to telephone the school on the first day of absence before 9.00 a.m. A written note should always be provided giving the reason for absence in order for this to be recorded in the register.

Where possible non-urgent medical/dental treatment should take place out of school hours.

The Pupils Registration Regulations (1995) state that holiday leave of absence during term time is granted only in exceptional circumstances and at the discretion of the Headteacher. Parents do not have an automatic right to remove children for holidays during term time.

When term time leave is unavoidable, parents should always complete an Emergency Absence form (from the school office) to apply for authorisation. Permission can only be granted by the Headteacher.

