



St. Philomena's Catholic Primary School

Headteacher: Miss V Maher

PUNCTUALITY AND ATTENDANCE

It is very important for children to be in school on time, every day.
Here at St. Philomena's we are quite good, but we can be better!

SOME FACTS FOR YOU;

There are 190 days of school each school year.
This leaves 175 days of no school to do other things!
The government aim for good attendance is 95% (at least 180 days).
Poor attendance is anything under 80%.
If a child takes a 2 week holiday during school time, they are already at 95% attendance.

We also need to arrive at school on time.
Children should be in the playground ready to line up at **8.50am**. If children arrive any time up to **9.15am** they will be recorded as late. If children arrive **after 9.15am**, this counts as an unauthorised absence.

The playground will only be supervised from 8.45am.

ANOTHER FACT:

If a child is 15 minutes late every day, this adds up to 2 whole weeks off school!

There is a late board in the Office as you go into school, if you arrive any later than 9.00 the security doors will be locked and you will need to sign the late board giving the following information:

Name, Time of Arrival and Reason for Lateness.
Parents or Carers will need to sign this board.

This will ensure that the registers are correct and will be our lateness record when the Educational Welfare Officer visits the school to deal with our punctuality and absence issues.

If you are absent for any reason, please telephone the school on the morning of absence and upon return to school supply us with a written explanation (standard forms are available on our carousel for your use).

If no written reason is given, this will be noted as an unauthorised absence which will be inspected by the Educational Welfare Officer.

Holidays should not be taken during term time. If you need to take time of school for exceptional circumstances during school time, please make an appointment to see Miss Maher and have a written copy of your request. This should be done at least 2 weeks before leave is required.

If you have any problems or queries please do not hesitate to come in and discuss them.

Sam Coleman
Family Support Worker