



Attendance / Absence Policy

Under current laws your child will be regarded as truanting from school if you do not let the school know why he/she is absent.

The Parent / Guardian must inform the school by telephone, on each day of absence, explaining why their child is absent from school. Messages can be left on our answer phone and these are checked daily. This will prevent the Education Welfare Officer being asked to call upon you.

If your child is absent for more than 3 consecutive days you will need to provide medical evidence of illness (Doctor's appointment card, etc).

You are very welcome to contact school to discuss ways in which we can support you and ensure your child's academic progress is not interrupted and that they are not missing any of the many different opportunities available to them.

Any absence taken by your child will affect their attendance and may affect their invitation to the 95% attendance end of term events.

ARRIVING AT AND LEAVING SCHOOL

In school the morning session begins at 8.50 a.m. and ends at 12.05 p.m. for the lunch break. The afternoon session begins at 12.50 p.m. and ends at 3.00 p.m.

In the Nursery the morning session begins at **8.45 a.m.** and ends at **11.45a.m.** The afternoon session begins at **12.30 p.m.** and ends at **3.30 p.m.**

Teachers and Teaching Assistants are on duty in the playground 10 minutes before school starts in order to supervise the children. Our school policy is that children should not be left on the yard unsupervised. If no member of the duty team is on the yard when you arrive then you should stay with your child until someone arrives. Children should not be brought to school any earlier than 8.40am. We are unable to supervise or watch over the safety of children who arrive at school early.

If your child is habitually late for school, the Education Welfare Officer will be asked to take appropriate action.

It is also very important that children are collected promptly at the end of school and nursery sessions.

Doctor's / Dentist's Appointments

Children cannot be allowed to leave school during school hours unless the child is collected from school by a parent and a letter is sent to the child's teacher.