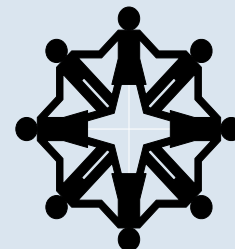


# All Saints C of E Primary School



## Attendance Expectations

*Be On Time, Arrive By 9!*

- ❖ Pupils are expected to arrive at school at **8.45am**; class registers will remain open until 9.01am.
- ❖ Pupils who arrive after **9.00am** will be marked as **late**
- ❖ Pupils who arrive after **9.30am** will be marked as **unauthorised** (Unless you have already notified the school of the reason)

Dropping your child/children to school on time is as important as collecting them on time. Our Attendance Officer closely monitors this.

| KS1                     | KS2                   |
|-------------------------|-----------------------|
| Collection time: 3.20pm | Collection time: 3.25 |

- ❖ After **3.45pm** you will incur a late **fee**

## Absence Procedure

|                         |   |
|-------------------------|---|
| <b>Illness</b>          | Parents must notify the school on the first day of absence by <b>9.30am</b> or as soon as practically possible. |
| <b>Family emergency</b> | Parents must notify the school on the first day of absence by <b>9.30am</b> or as soon as practically possible. |

For **planned absences** (please book these after school or during the holidays where possible) the school requires advance notice and **evidence** of the appointment in the form of an **appointment card** or copy of **prescription**.