



St Helens Primary School

Dear Parents/Carers,

I am delighted to report an increase of pupil numbers at St Helens Primary School. This is a reflection on the hard work undertaken by the teachers, pupils and governors on a daily basis. Accordingly, please may I draw your attention to the school's latest attendance procedure.

The School's Attendance Procedure

At St Helens Primary School our expectation is that all children attend school every session. Registration takes place daily at 8.45am and 1.00pm.

If a child is unable to attend school, parents need to contact the office as soon as possible either by phone or email. Email would be preferable because this would provide a written explanation.

If the school do not receive notification about a child's absence before 9.30am at the latest, the office administrator will make contact by phone. If there is no response a message will be left with the expectation for the parent to respond immediately.

A follow-up call will be made before morning break (10.40am) if no contact has been made though this should not be necessary.

If a child is late, a parent should sign a late slip located in the office foyer.

When a child returns after a period of absence, the school requires an email or letter to explain the reason for the absence on the day of return. Please note a phone call is not sufficient.

Unauthorised Absence

If the school does not receive a written explanation, we will send out a reminder letter with tear-off slip for completion by the parent. A second reminder letter will be sent out after a week though this should not be required.

If the school does not receive a letter or email, the absence will be marked 'unauthorised' and addressed with the Education Welfare Officer (EWO) at the three-weekly meeting.

If a child has ten unauthorised sessions (half day) in a period of twelve weeks, a Truancy Penalty Notice (TPN) will be issued.

Unauthorised holidays of 10 sessions or more will also be subject to a TPN.

Medical Appointments

Please try to ensure that all medical appointments are made outside of school hours wherever possible.

Yours sincerely

Mr C Wake
Headteacher