



## St Helens Primary School

### **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.