



St Francis of Assisi Catholic Primary School

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Monday 18 October 2021

Dear Parents,

As it is the start of a new academic year I wanted to take this opportunity to send a reminder of our attendance and punctuality expectations.

“The parent of every child of compulsory school age shall cause him to receive efficient fulltime education.”

Punctuality

We have a problem with children arriving late to begin their lessons. This causes disruption and distractions for both teachers and children. The class doors open at 8:40am and close at 8:50am. If you arrive later than 8:50, please bring your child/ren to sign in at the office.

Attendance

If your child/ren cannot attend school for any reason it is your responsibility to contact school before 8:45 am on the first day of illness to report the absence. Failing to do so will result in our Family Welfare Officer, Mrs Waddington contacting you. We do this as part of our Safeguarding procedures.

On the third day of absence and beyond, medical verification must be provided to school. Once a child's level of attendance falls below 90%, they are considered to be persistent absentees and medical verification needs to be provided every time.

Our target at St. Francis of Assisi CPS is 97%. Attendance is taken very seriously at St. Francis of Assisi CPS and we work eagerly to help students achieve 100% attendance.

Dental and medical appointments should be made outside of school hours where possible. If this is unavoidable, a copy of the appointment card /letter is required before the absence can be authorised.

We will not authorise a full day's absence for dental and medical appointments unless there are extenuating circumstances. Medical verification is also required for any ongoing health conditions.

We would really appreciate your support in promoting your child's/ren's attendance.

Yours sincerely

Mrs Pamela Waddington

Family Welfare Officer