



## Attendance Information

***Your child's education is your child's future.***

### Lateness

For your child to make progress in school it is extremely important that they are punctual. Each day your child's attendance is recorded and at the end of each term this is reviewed by the school and Education Welfare Officer.



### Doors open at 8.45am.until 8.55am

- This allows the child to develop their social skills with their peers.
- This allows your child to have 1:1 support sessions.
- This allows teaching staff to speak to parents.

### If your child is late for school

- All parents must sign their child in on the registration system in the main office

### School Procedures

- Attendance is reviewed each week and at the end of each term.
- Warning letters are sent to parents.
- Attendance panel meetings are held with the Education Welfare Officer.
- A Penalty Notice may be issued from the court.

### Absent from School

*Every moment your child spends in school is building a future for them.*

### Parents Must:

- Telephone, text or email school before **9.30am** each day your child is off sick:
- 0161 789 4469 / clarendonroad.primaryschool@salford.gov.uk

### School Procedures

- First day of sickness a text message to parents
- Second day of sickness a phone call to parents
- Warning letter to parents if your child has unexplained absence
- Attendance panel with School, EWO and School Nurse
- Penalty notice from the courts



### Appointments/Holidays

#### Appointments

School understands that hospital appointments are unavoidable and that these will be authorised. Any other appointments where possible should be made outside of the school day.

#### Holidays

Head teachers may not grant any leave of absence during term time. If you should take leave of absence from school the absences will be marked as unauthorised in the register. Therefore, a Penalty Notice fine may be issued to you by Salford City Council on your return.