

Medical Appointments...

Where possible please avoid medical appointments during school time. If this is unavoidable please remember that:

- Medical appointment cards need to be shown to the school office for an authorised medical appointment to be recorded.
- If same day emergency medical appointments occur ask your GP surgery for a card/slip stating that your child has Attended. This will need to be returned to school at the first opportunity.
- If your child is too ill to return to school following an appointment please telephone school.

Good Attendance

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Good Learning

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Happy Child



Saint Patrick's Catholic Voluntary Academy

Attendance Guide for Parents

At our school....

- Children need to be in School for morning register by **8.55am**
- The School doors open at **8.45am**
- The afternoon registers are taken at
KS1-1.00pm, KS2 - 1.15pm.
- School finishes at KS1 – 3.20pm
KS2 – 3.25pm

Breakfast Club is available to all Saint Patricks pupils – Start time 8.00am.

Getting to School on time matters...

- Children arriving to School after **8.55am** are recorded as being late(L)
- Children arriving to school after **9.15am** will be recorded as being unauthorised late (U)
- Children arriving late must report to the school office accompanied by the parent/ carer.

Number of minutes late every school day and days missed each year as a result...

5 mins every day = 3.5 days

10mins every day = 7.2 days

20 minutes every day = 14.4 days

Our school attendance target this year is 97%

If your child need to be absent from School...

- Only keep you child off school when necessary.
- Telephone school on the first day of absence.
- Keep school informed
- Speak to school (learning mentor) if your child will be off for a prolonged period of time so we can offer support.