



Tankersley St Peter's C.E. (A) Primary
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"A love of learning developed in a Christian environment"

Diocese of Sheffield | Barnsley MBC

Dear Parents/Carers

ATTENDANCE MATTERS

With effect from September 2019 Mrs Howe will be the Attendance Officer in school. Her role will involve the monitoring of attendance on a daily basis and liaising with parents.

I would like to take this opportunity to address with you the importance of your child attending school and arriving on time to school. This is very important so that your child builds good habits for their future.

If your child's attendance drops below 90% at any time during the academic year they are classed as a persistent absentee by the local authority.

Below are some of the key points regarding our attendance procedure:

- The school will open at 8.45am – pupils will need to be in their class to start their learning by 9.00a.m. (Breakfast club open from 8am.)
- Nursery gate will open at 8.35 a.m.
- All parents should have left the building promptly by 9.00a.m. The site manager will secure school premises and lock all gates at 9.00a.m
- Any pupils arriving after this time must report to the front reception desk through the main school entrance. The school office will record the reason for lateness before escorting the child to their correct class. Parents will not be able to escort their child through school.
- The register will close at 9.00a.m. Any pupils arriving after this time will be recorded as a Late – L – in the register.

HOLIDAYS IN TERM TIME

Holidays taken in term time will impact on your child's learning and progress. Holidays will not be authorised and the responsible parent will be liable for a fine. This is in line with local authority procedures. To support your child's development, we ask you not to book holidays during term time as this will impact on your child's learning.



MEDICAL APPOINTMENTS

Doctors and dentist appointments should be made out of school time where ever possible. If this is not possible, we encourage children to attend school around their appointment in order to get their mark in the register.

We understand that emergencies happen, as well as genuine illness. We ask that you let school know as early as possible if your child is going to be absent from school due to illness.

THE STATISTICS

We attach our Attendance Matters leaflet which should help to highlight just how important your child's attendance is.

I would like to thank you for your co-operation.

Your faithfully

Mrs J Procter-Blain

HEAD TEACHER

