



7 November 2024

Dear Parents/Carers

As we start a new half term, we would like to remind you of our expectations surrounding attendance.

Our attendance policy can be found on our website [here](#).

By law, every child of compulsory school age is entitled to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

### Holidays in term time

Unfortunately, we are unable to authorise requests for holidays in term time. This is in line with guidance from The Department for Education (DfE), who state the following ***“Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance”***. We will, however, consider requests for leave of absence in term time for exceptional circumstances on an individual basis. Application for leave of absence request forms are available from the school office. If you choose to take a holiday during term time, this will be recorded as an unauthorised absence and you could be [fined or face legal action](#).

Our term dates can be found on our website [here](#).

### Reporting absence from school due to illness:

If your child is too unwell to attend school then you should inform us by email or telephone by 8.30 am on each day of the absence, giving a specific reason, eg “cough and sore throat” or “upset stomach with diarrhoea” and not just say “poorly” or “not feeling well”. The absence email address is [absence@st-petersprimary.co.uk](mailto:absence@st-petersprimary.co.uk) or you can leave a voicemail by dialling 020 8688 5414 and using option 1. **Emails sent to any other email address may not be picked up by the attendance team and this may result in your child’s absence being recorded as unauthorised.**

Please do not rely on messages given to class teachers to be passed on to the attendance team, and always report absences by one of the methods above.

It can sometimes be difficult to decide whether or not to send your child into school when they are unwell, but there is helpful guidance on these two web pages:

[Is my child too ill for school](#)

[UK Health Security Agency Exclusion Table](#)

If your child sustains an injury such as a broken bone, or a condition that could make moving around the school building difficult, please contact us before they come back to school as we will need to complete a risk assessment for them, so they can access the school safely.

### **Medical Appointments**

We are aware that there will be occasions where medical appointments arranged by hospitals, dentists, GPs etc cannot be changed. In these instances, please can you inform the school in advance and provide us with a copy of the letter/email confirming the appointment. We would also remind you that all routine GP, dental and optician appointments should be made outside of the school day wherever possible, to minimise the disruption to learning.

### **Timings of the school day:**

8.50am – 3.20pm

### **Punctuality:**

The classroom doors open at 8.40am. Morning register is taken at 8.50am and is kept open until 9.20am. Children arriving at school after 8.50am receive a late mark (L code), but children who arrive after 9.20am receive an unauthorised absence mark (U code).

Children should be collected promptly at the end of the school day at 3.20pm unless they are attending ASC or a supervised after school activity. We have a scale of late collection charges if children are collected late at the end of the school day.

For safeguarding reasons, children will not be allowed back into the school building after the end of the school day to retrieve forgotten items or to go to the toilet.

If you have any concerns surrounding attendance please contact Samantha Sandle via the school office.

Thank you for your cooperation.

Kind regards

Samantha Sandle and Caroline Barriball  
Co-Headteachers

Caroline Barriball and Samantha Sandle, Co-Headteachers

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