



Thursday 20 September 2018

Dear Parent/Carer

Late arrival and collection

The playground gates are closed at 8.50am and the register closes at 8.55am. If your child is late they must be brought in by an adult to the school office so that their attendance can be marked on the register.

If children are collected more than 10 minutes late or regularly late at the end of the school day [end of day is 3.15pm], they will be placed in after school club and parents would incur the cost of this. We do understand that in some cases there may be exceptional circumstances where you are running late to collect your child but this **must** be communicated to the school office as soon as possible.

Absence

If your child is unable to attend school, please phone on the **first** morning and then send a note explaining the absence on the first day your child returns to school. We do chase up any absences as it is a safeguarding concern if we cannot ascertain why a child is absent. We do not authorise any holidays. Please fill in the holiday form if you are planning a term time leave of absence as, while it is **highly unlikely** to be authorised, it is important we know why your child is absent. The local authority may issue a fine for unauthorised absence, including for holidays taken during term time. If you are late returning from a holiday or break due to delayed flights or illness, please note evidence of this must be provided.

Please do get in touch with the school office if you have any questions.

Yours sincerely

Raheel Akhtar

Headteacher

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