



# Carrington Junior School

Interim Head Teacher: Mrs A Majcher

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Dear Parents/Carers

We are looking at ways to improve our school attendance and punctuality and I would like to make you aware or remind you of our procedures for children's absence and lateness.

## **Absence**

If your child is absent for any reason, please telephone the school on 01628 521457 (if necessary please leave a message on the answerphone) every day of your child's absence, this also applies to an absence for part of the day. Alternatively, you may email the school directly at: [absences@carringtonjs.co.uk](mailto:absences@carringtonjs.co.uk).

Please always state your name, the child's name and class, plus a brief reason for the absence. If we have not received a message reporting the reason for absence by 9.30 am you will receive a call from the school. If we still do not receive a reason for your child's absence. Then unfortunately the school will mark this absence "unauthorised".

## **Medical/Dental appointments - advance notice**

Medical and dental appointments should be taken out of school hours wherever possible. If you are aware in advance of your child's absence from school on individual days, whether for medical/dental treatment or for family reasons, prior notice is required in writing, which should be given to the class teacher or reception.

## **Leave of absence**

If you wish to apply for leave of absence, this application should be made directly to the Head on the appropriate form at least one month in advance. Please note that the granting of absence during term time is entirely at the discretion of the Head and will only be made in exceptional circumstances.

## **Pupils arriving late**

As you are aware, your child should be in school by 8.50 am and class teachers will take the morning register. All children arriving after this time will be marked late and the number of minutes late will be recorded. In cases where a child arrives after 9.25 am, without good reason, this will show as an unauthorised absence on the register.

If your child has persistent absence or lateness you may be invited to attend a meeting with myself to discuss this and look at interventions that can be put in place to help support your child.

Please find attached an information leaflet titled 'Information for Parents', this leaflet details questions that are frequently asked by parents regarding school attendance and absence.

Thank you for your support in ensuring your child's good attendance and punctuality.

Yours sincerely

Mrs A Majcher  
Head Teacher