

Why does school need to be informed?

Child Safety: if your child walks to school alone we want to make sure that they get here safely.

Law: we are required to follow up unexplained & persistent absence. You may receive a 'traffic light' letter:

Green: time to change attendance and lateness are below 95%

Amber: be aware attendance and/or lateness have not improved

Red: Excessive absence & lateness Including 5 days or more unauthorized absences. This may result in the Involvement of Gateway Services and/or a penalty notice

Don't Forget... Please call in to see our Learning Mentor if you have any questions about your child's attendance or punctuality



Dawn can offer support and ideas about improving daily routines

Remember!

If your child is going to be absent from school, contact us on



01942 883429

**every
day!
counts**

ATHERTON SACRED HEART R.C PRIMARY SCHOOL

**Lodge Lane
Atherton
M46 9BN**

Telephone/fax: 01942 883429

E-mail:

enquire@admin.athertonsacredheart.wigan.sch.uk

Information for parents & Carers

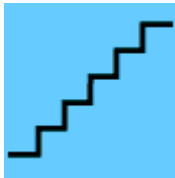
A whole school attendance and achievement programme for
**Sacred Heart R.C
Primary School**



Your Responsibilities:

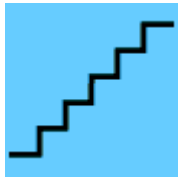
Children can only get the best out of school if they attend regularly and on time. If your child is unable to attend, this is what you can do to help:

Step 1



If your child has to be absent from school, please contact us on the **first day of absence** (preferably before 10am)

Step 2



When your child is able to return to school, please provide him/her with an **absence note** on the **first day** back

What about Lateness?

Please make every effort to ensure that your child arrives in school on time every day. Registers are taken at 9am



Children arriving late may feel unhappy or embarrassed. They may disturb the rest of the class because teachers have to stop what they are doing to:

- Amend the Register
- Settle the child in and make sure that he/she is aware of any changes to the daily routine
- Send messages to the school secretary to amend the school meals order and other records



School opens at
10 to 9...

Crocodile Time!

A Snappy Start to the Day

Procedures:

Parents/Carers of Rec/KS1 pupils please escort their child to waiting staff:

Reception -class door (rear hall door after May 1/2 term)

Y1/Y2 - rear hall door

Y3-6 - may enter at the Main door

Registers are taken at 9am

If you arrive after nine please use the main entrance and office so that children can be marked into school



We know we can rely on YOU!

Thank you

Absences: IF an explanation has not been received in school by 10am, you may receive a call or text from:

Mrs Dawn Glynn -
Learning Mentor or from our
Office Administrator