

Attendance, Holidays and Closures

School Hours for Reception children

Morning Session 8.55am to 11.45 (children can arrive from 8.45)

Afternoon Session 1.00pm to 3.20pm (KS1 finish at 3.25)

Finishing time for the Christmas, Easter and Summer end of terms is 1.20pm.

Half terms finish at 3.25pm as usual.

Attendance Regulations

We strongly encourage good attendance by the children and belong to the 'Liverpool Attendance Charter'. Good attendance is a key factor in helping your child to achieve well. Poor attendance has a direct impact on your child's education and how well they do in school. You will find information enclosed about the Attendance Charter plus attendance rates, and you will see how relatively few absences can impact on attendance rates.

If your child is unable to attend school, please let us know as soon as possible. This should be via a telephone call on the day of the child's absence. When your child returns to school please confirm the reason for their absence in writing and hand to the class teacher or the office. If we have not been notified of a pupil's absence a member of the school staff will telephone or text on the first day of the absence. Any absence other than illness, medical or dental treatment, pre- arranged leave or religious observance will be counted as unauthorised. Please try to arrange appointments at the start or end of the school day.

Our attendance registers are checked on a regular basis and those families whose children are absent from school on a regular basis with no reasonable explanation are referred to the Headteacher and followed up by our school Education Welfare Officer. Our school target is 97% attendance and any pupil who has attendance of less than 90% is classed as a 'persistent absentee'.

Punctuality

The school day begins at 8.55am. The school is open to pupils from 8.45am

Please ensure your child is in school at the appropriate time. If your child is late, they miss valuable input at the start of the day and can disrupt other children.

School Holidays

We publish dates for holidays on a regular basis to keep you well informed.

Please endeavour to take your annual holiday during the official school holiday periods. Any requests for holidays outside these periods will require the completion of an Absence Request Form. Only in exceptional circumstances can school authorise holidays and it is likely that any absence during term time will be recorded as 'unauthorized'.

