



## **Attendance**

Registration starts at 8.40am for all children and closes at 8.50am

Persistent lateness could also result in a fine from the Local Authority.

## **Appointments**

Please book any non-emergency medical and dental appointments outside of the school day, where possible; If your child has to miss school for an appointment, proof is required. This can be emailed to [attendance@williambyrd.school](mailto:attendance@williambyrd.school) or a copy given into the office.

## **Term time absence**

William Byrd primary School do not authorise any term time absences unless there are extreme circumstances.

Before you make any bookings, please arrange a meeting with Miss Darby.

A referral to the Attendance support team will be made and a penalty notice may be issued.

## **Illness**

The school understands that sometimes your child is too unwell to attend and as I am sure you are aware, you are required to inform school, before 9am, by phone on 01895 462394, option 1, on your child's first day of absence and for an illness that lasts more than 2 days, you are required to keep the school updated every other day. Medical evidence may be requested.

