



Through God, We  
Love, Laugh and  
Learn.

# ST. MICHAEL'S CE (VC) FIRST SCHOOL

Weavers Lane  
Stone  
Staffordshire  
ST15 8QB

T: 01785 334930

email: [office@st-michaels-stone.staffs.sch.uk](mailto:office@st-michaels-stone.staffs.sch.uk)

Twitter: @StMichaelsStone

**Headteacher:** Mrs J Wass BA (Hons) NPQH

11th January 2023

Dear Parents and Carers

Please find information below regarding school attendance and the procedures that need to be followed:

## **Start of the day:**

The school gates are opened at 8.50am and remain open until 9.00am when registers are taken in the classroom. If you arrive after 9.00am then you need to accompany your child to the school office where they will be signed in, any children arriving after 9.00am will be recorded as late (L). Any child arriving in school after 9.15am will be recorded as unauthorised absence (U).

Children access start of the day learning activities as soon as they enter the classroom. It is vital therefore that your child is in school by 9.00am to ensure they do not miss out on this learning opportunity.

## **If your child is ill:**

In the event of your child being too ill to attend school please contact the school office before 9.15am to inform us. If you ring before 8.30am or the telephone is busy and you are diverted to the answerphone please leave a message giving details of your child's full name, class and the reason for their absence. You can also provide this information by email, please send emails to [office@st-michaels-stone.staffs.sch.uk](mailto:office@st-michaels-stone.staffs.sch.uk)

Please note that if your child has had any sickness or diarrhoea then they must remain off school for 48hours since the last bout of illness to help reduce the spread of infection within school.

## **If your child has a medical appointment during the school day:**

Wherever possible we ask that you try and arrange medical appointments outside of school hours however we appreciate that at times due to the nature of these appointments that may not be possible. In the event that you need to collect your child during the school day for a medical appointment please inform the school office as soon as possible of the date and time of the appointment. For us to record this as an authorised absence please provide Mrs Moore with a copy of the appointment letter (or text) either at the office or electronically via email.



## Leave of absence:

### AUTHORISED AND UNAUTHORISED ABSENCES

If you are planning to take your child out of school for any reason, a leave of absence form must be requested from the school office. This needs to be completed and returned to the school in advance and no less than two weeks before the requested date unless this is not possible due to the circumstances such as a bereavement notification being given on the day. The absence request will then be reviewed.

The DfE recognises the importance of regular attendance and it is a statutory requirement for the school to decide with every absence whether it is authorised or unauthorised. The Headteacher will not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.

In line with Local Authority guidance any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

The following represent the sort of absences, which the school will approve as authorised:

- Immediate family bereavement, funeral or wedding
- Day of religious observance
- Visits to prospective secondary schools
- Approved sporting activity (playing at a standard of excellence)

Applications for leave of absence which are made in advance and refused will result in the absence being recorded as unauthorised as will failing to apply for leave. This may result in legal action against the parents, by way of a Fixed Penalty Notice which is issued by the Local Authority if the child is absent from school during that period.

Once a leave of absence request has been made the school will send a letter to the parent requesting the leave identifying if the request has been granted or not. Please note leave will only be granted in exceptional circumstances.

Regards

Mrs J Wass  
Headteacher