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Crich Church of England Infant School

Headteacher: Miss J Kirk

03.10.2023

School timings and attendance

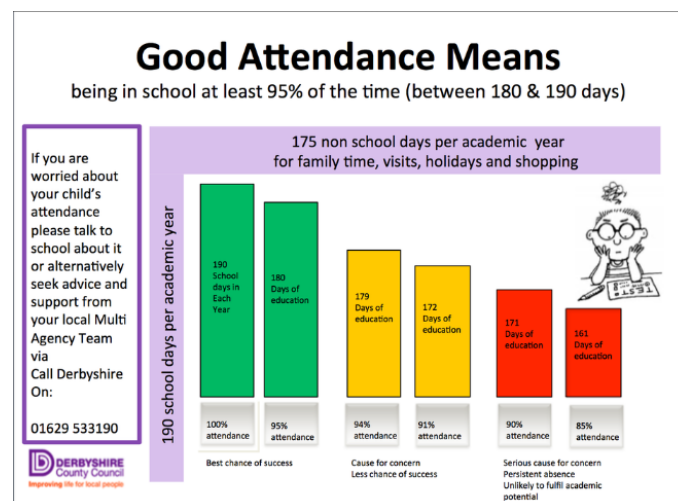
Dear Parents/Carers,

Our school's aim is for the achievement of the highest possible standards by all our children within a friendly secure Christian environment where everyone is valued and encouraged to reach their full potential. Great attendance is crucial in achieving this aim as well as being vital to build secure friendships, developing their interests and self-confidence.

We know that sometimes our pupils cannot come to school because they are unwell - and that's the right thing to do for them and other pupils. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance *Is my child too ill for school?* is designed to support parents in their decision making about mild illness. Please visit [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) for more information.

If for any reason your child will not be in school, we ask you to please contact the office on each day of absence before 9.30am. Our telephone number is 01773 852165.

By law all children of compulsory school age must receive full time education. Any child who has attendance as under 90% is considered to be a 'persistent absentee' by the Local Education Authority. [School attendance - Derbyshire County Council](#)



Please may we remind you that holidays must not be taken in term time. In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorized retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorized. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

We ask that Children must be in class by 8.50 a.m. each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken at 9.15a.m. Please see our school attendance policy for further details – [Attendance policy](#)

The school day finishes at 3.20pm if for any reason you will be late or are unable to collect your child, please give Mrs James a call in the office. Our popular Wraparound care is available with Breakfast Club is opening from 7.30am and After School Club finishing at 6pm.

If you have any questions to queries, please do not hesitate to contact either myself or Mrs James. We thank you for your continued support.

Kind regards,

Miss J Kirk