



ST THOMAS MORE CATHOLIC SCHOOL

6. PARENTS' GUIDE TO ATTENDANCE AND PUNCTUALITY

- We expect all pupils to have attendance in excess of 95% unless there are extenuating circumstances such as an ongoing medical condition.
- The school does not support holidays during term time, although leave may be granted in extenuating circumstances e.g. bereavement. Parents should write to the Attendance Officer in good time to request leave. In addition, we do not expect pupils to be kept away from school due to minor ailments such as a common cold or a minor cough.
- If extended holiday leave is taken without permission pupils may be removed from the school roll.
- We expect punctual attendance at or before 08.50am each day and pupils will receive a 20-minute detention during lunch time on the following day. Persistent lateness can be a barrier to learning and may be addressed through a placement in the LSC or Reflection Room.
- Pupils with serious attendance and punctuality concerns will be referred to the Educational Welfare Service (EWS), which may result in fines being imposed and parents/carers being prosecuted.
- If your child presents with COVID-19 related symptoms, i.e. high temperature, a continuous cough and/or loss of or change to taste and smell, please keep them at home and inform the school immediately. Please also seek advice from Public Health England (PHE).