

Attendance

At St Michael and All Angels Catholic Primary School we consider satisfactory attendance to be over 96%.

**Our Attendance
Target is 96%**

Illness

Occasionally pupils are too unwell to attend school. When deciding Whether or not your child is too ill to attend school ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.
- Does your child have a contagious condition that could be passed on to other children or school staff? If so, keep your child at home.

If you are unsure, send your child to school and let a member of staff know your concerns. We will contact you if we think they are not well enough to stay in school.

Please remember to contact school if your child is unable to attend so that we can authorise the absence.

School phone number: 0151 677 4088

School email: schooloffice@stmichael-allangels.wirral.sch.uk

Absence due to Medical and Dental Appointments

Medical and Dental appointments should be made during the school holidays or out of school hours. If this is not possible, please inform school and bring in the appointment card or letter, to be copied.

Unauthorised Absences

School does not consider the following absences to be reasonable:

- Forgetting school term dates
- Oversleeping
- Unexplained absences
- Day trips/ family outings
- Problems with uniform/clothing
- Birthdays and holidays
- Headlice
- Minor ailments
- Arriving at school after the register has closed



Absences due to Family Holidays and Events - All requests for leave of absence from school, must be made to the headteacher, Mrs Ralph, using the request form available from the school office. Absence will be authorised only in exceptional circumstances. You will be informed if the absence has been authorised or not.



Punctuality at the Beginning of the Day

Pupils should be in school every day between 8:45am & 9am. If pupils arrive after 9am, they need to be signed in electronically at the school office. Arrival after 9:30am will be recorded as an unauthorised absence.

Punctuality at the End of the Day

Pupils should be collected at 3:30pm. If you are going to be late or if someone else is collecting your child, please inform school. Parents/carers of pupils who are regularly collected late will be asked to register at the after-school club.

