



# Blessed Sacrament Catholic Primary School

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Headteacher: Mr C Davey

[www.bsprimary.com](http://www.bsprimary.com)

**"Aim high – Live life to the full!" (John 10:10)  
School attendance is everyone's responsibility!**



CW/DM

14<sup>th</sup> November 2023

Dear Parents/Carers,

May we take the opportunity to remind you of our attendance and punctuality procedures.

We have a duty of care to account for all of our children on a daily basis, therefore, on your child's first day of absence, you **must inform school** of the reason for absence, as well as an approximate date of return. You can inform us via telephone, text or email. If we do not have a reason for absence, someone from school or the local authority will carry out a welfare check at your home.

If your child arrives at school after the gates have been closed, it is imperative that **an adult signs them in** on the system at the school office. This is for safeguarding reasons.

**Your child must be picked up on time at the end of the school day**, as it can be very distressing for them waiting at the school office. If on the rare occasion you are going to be late, please ring school so that we can inform your child that you are on your way.

**Children can arrive at school between 8:40 a.m. and 8:55 a.m.** and being in on time gives your child the best start to the day.

Further information regarding attendance and punctuality is available on our school website.

Kind regards

Christine Woodhouse/Ann McKenna/Kathi Gregory/ Carol Deering

Blessed Sacrament Catholic Primary School Attendance Team



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