



ST LUKE'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Headteacher:
Mrs. A Grennan
St Luke's Primary School
Park Street South
Blakenhall
Wolverhampton
West Midlands
Phone: 01902 556434

Attendance and Welfare Information for Parents/Carers

In accordance with the School Admission Criteria and in line with the Local Authority's attendance policy, please read the following information and sign the declaration.

- I agree that I will ensure that my child attends school regularly and on time.
- I agree that I will inform school on the first day of absence of any reasons that may affect my child's school attendance.
- I agree to keep in regular contact with school if my child has a prolonged illness.
- I understand that my child's attendance will be monitored by the school's attendance officer that is also regularly analysed by the Local Authority Behaviour & Attendance Officer.
- I understand that if my child's attendance falls below 95%, I will receive an attendance letter from school and the Local Authority Behaviour & Attendance Officer will be closely monitoring my child's attendance looking for improvements.
- I understand that punctuality is important and I must always try to get my child to school on time.
- I agree that good attendance is vital and understand that taking my child out of school during term time is not allowed. In the case of exceptional circumstances, I will need to contact the school and complete a City of Wolverhampton Council Leave of Absence Request Form. However, I understand that my request may not be granted.
- I understand that I will be contacted by the Local Authority Behaviour & Attendance Officer:
 - If my child's attendance falls below 95% and does not show signs of improvement
 - If my child is late to school on a regular basis

Declaration

I, the parent/carer of accept and agree with the above statements as I understand that poor school attendance and punctuality has a detrimental effect on my child's learning and progress.

Signed..... Date.....