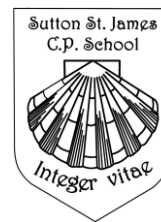




**SUTTON ST JAMES C.P. SCHOOL**  
Bells Drove, Sutton St James, Spalding, Lincs. PE12 0JG  
Email: [enquiries@sutton-st-james.lincs.sch.uk](mailto:enquiries@sutton-st-james.lincs.sch.uk)  
[www.sutton-st-james.lincs.sch.uk](http://www.sutton-st-james.lincs.sch.uk)  
Tel: 01945 440209  
Headteacher: Miss Claire Willows



8<sup>th</sup> January 25

Dear Parent/Guardian

### Attendance Policy

We have recently updated our Attendance Policy to incorporate the new School Attendance Notice to Improve communication. A few other minor alterations have been made to our policy as outlined below. The updated policy can be found on our website.

- Notification of illness – Parents must contact the school **daily** to advise the reason for the child's absence. If the child is suffering from diarrhoea and sickness, parents must contact the school every other day (in line with the 48 hour rule)
- Persistent Lateness – Parents will be contacted via a letter if a pattern of persistent lateness occurs.
- **Please can we remind you that school opens at 8.30am. Registers are taken at 8.45am. If your child is not in the classroom at 8.45am, they will be marked as late.** If your child arrives after 9.00am, they will be marked as an unauthorised absence (lateness), unless contact has been made with school to advise of an emergency, eg car breaking down.
- A reminder that **holidays should not be booked during term time**. Fixed Penalty Notices will be issued for unauthorised holidays.
- If your child has 10 unauthorised sessions (5 days) within a 10 week period, then contact will be made and support offered to improve attendance, following which a Fixed Penalty Notice may be issued.

Thank-you for your co-operation.

Yours sincerely

*C. Willows*

Miss Claire Willows  
Headteacher