

# Lateness



08:30 am	Classroom doors open
08:40 – 08:50 am	Registers are open
08:50 – 09:00 am	Marked as late but authorised
After 09:00 am	Late <b>not</b> authorised

If your child is late **twice** in one week we will send out a lateness text, it is imperative that your child attends school, continued lateness will become a cause for concern, this will result in a meeting with our **Attendance Officer and/or Education Welfare Officer.**

# Attendance Matters



## Reporting your child's absence

### What if my child is poorly?

Please telephone the school on 01872 277635, or email [hello@truroacademy.org.uk](mailto:hello@truroacademy.org.uk) **by 09:00 am** on the morning of their first absence and then **each day following.**

When reporting an absence please leave the following details:-

- Your child's name
- Class name/Year group
- Details of why they are absent, we need more information than just 'my child is poorly' we understand that when they feel unwell that they will want to stay home, however unless they have a sickness bug, or any other infectious illness, (please refer to our school website for further details) they are legally required to be in school with us. There will always be somewhere quiet they can sit; with adults they know, when they are not feeling their best.

### STAY AT HOME

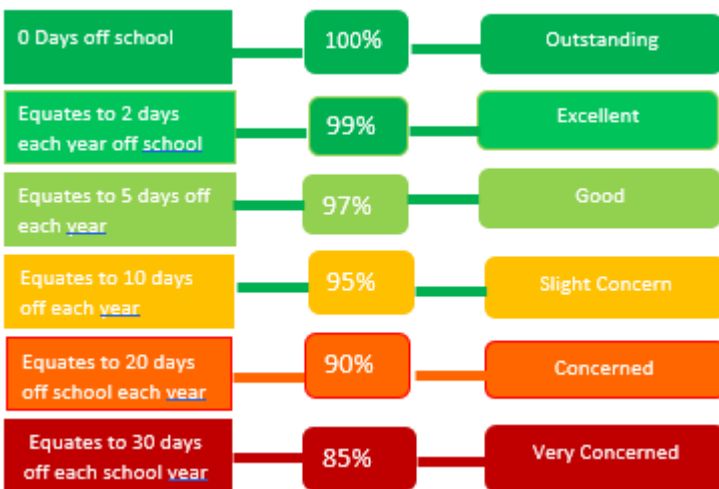
Sickness and Diarrhoea- 48 hours from their last ill episode must have elapsed before a child can return to school.

### COME TO SCHOOL

Mild cough, Cold, sore throat, feeling tired, feeling sick or tummy ache.

Please be assured that we will always contact you if your child becomes ill during the school day.

## Every School Day Counts!



Be at the classroom on time and ready to learn!

## Every Minute Counts!



LATENESS= **LOST LEARNING**

5 Minutes late each day	3 days lost!
10 Minutes late each day	6.5 days lost!
15 Minutes late each day	10 days lost!
20 Minutes late each day	13 days lost!
30 Minutes late each day	19 days lost!