

## You will find additional information at

- The Wiltshire Safeguarding Children Board: [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)
- The Department for Education website: Type in: Statutory Framework for the Early Years Foundation Stage
- HM Government website: Type in: Working Together to Safeguard Children
- Free 24-hour telephone helpline: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk) do not approve of him or her missing school

## Punctuality

In each class, the teacher takes a register. The register is taken twice a day. If your child is late for school after the register has been closed your child is marked as late after registration. The Local Authority recognise this as an absent mark. Sustained lateness can result in prosecution, so we ask parents who are having difficulty with morning routines to speak to the school.

## Please contact us

If your child is absent from school:

- Contact the school office before 9:15am
- Please give the reason for absence and the day you expect your child will return to school

Call the office and leave a message everyday your child is off.

## Term Time Holidays

At Priestley Primary School the Governors do not approve any holidays during term time. Therefore, parents are requested not to take their child on holiday during term time as this has a proven, measurable impact upon their performance.

If you need to apply for leave please complete a leave of absence form and return it to school before booking your holiday.

If you feel like you need support, please contact your local school at:

**Priestley Primary School**  
Prince Charles Drive  
Calne  
Wiltshire  
SN11 8TG

Tel: 01249 812608

[admin@priestley.wilts.sch.uk](mailto:admin@priestley.wilts.sch.uk)

## Traffic Light System



## Attendance Information for Parents

