



HOLY FAMILY CATHOLIC PRIMARY SCHOOL.
Our Attendance Day for Parents and Pupils

Time	Our Attendance Day for Pupils and Parents
8.45am	School gate opens
8.55am	School gate closes
8.55am	All pupils should be through the gate and in school
8.55am	Morning Registers taken if arriving at school after this time, report to the School Office.
9.10am	Morning Registers Close Any pupil who arrives between 8.55am - 9.10am will be marked in the register as 'late.'
9.10am	By this time, parents must notify school of any pupil who will be absent (via Attendance email/ Telephone)
9.10am	Any pupil who arrives after this time, must sign in at the office and will receive a 'U' mark in the register: late after register closes.
9.30am	Staff will start contacting parents of pupils who have not arrived and where no reason has been given for absence or if they need to follow up a message left. They will continue with this through the day if needed
1pm	Afternoon registers open
3.20pm	School gate opens
3.30pm	School closes
3.40pm	School gate closes