



# ST PIRAN'S

Inspiring Confidence

July 2016

Dear Parents

## **ATTENDANCE REGISTER**

It is a legal requirement under the Education Act for all schools to keep accurate attendance records. These have recently been revised.

Matron is able to authorise a pupil's absence from school for the following reasons:-

Illness  
Medical Appointments

If a child is ill, please telephone Matron (01628 594311) before 9.30 a.m. on the day of absence.

**Any planned absences for reasons other than medical appointments should be notified in advance to the Headmaster in writing or by email to [office@stpirans.co.uk](mailto:office@stpirans.co.uk) so that permission can be sought.**

The reasons for any absence must be notified to the school. If no reason is given, the pupil is recorded as having an "unauthorised absence".

**I should also point out that adding extra days to any school holiday should be avoided.**

Jonathan Carroll  
**HEADMASTER**