

**Corsham Regis  
Primary Academy  
Kings Avenue,  
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Headteacher:-

Mr Gareth Spicer

# Our day

Children should arrive between 8.40am & 8.50am. They will be greeted by staff at the gates & should be collected at the end of the day at 3.15pm.

Registers are taken at 9am & are closed at 9.10am. Pupils arriving between 9.10am and 9:30am will be marked as late, unless due to a medical appointment.

Pupils arriving late **MUST** be taken to the office to be signed in.

Afternoon registers are taken at 1.15pm.

Morning lessons start at 9.00am & finish at 12.15. Lunch time is 12.15pm – 1.15pm. Afternoon lessons are 1.15pm – 3.15pm.

We aim to encourage children to be independent, remembering their own reading book, home learning and being ready and well organised for the day ahead, including having their PE Kit.



**Attendance  
is  
important**

Please ask for a copy of our Attendance Policy and Parent Handbook for more information on...

- ◆ Parental Responsibility;
- ◆ Why being on time is important;
- ◆ Our legal responsibility
- ◆ regarding how & why we monitor attendances;
- ◆ Start & finishing times;
- ◆ The reason why you need to
- ◆ advise us when a child is absent through illness and
- ◆ How to apply for time off during term time.



**'Together Everyone Achieves More'**

## **Term Time Holidays & Lateness**

Following Government guidelines, the academy **DOES NOT** approve of taking time off during term time.

It is a legal requirement for your child to attend school on a regular basis.

On occasion, exceptional circumstances may arise and these will be dealt with accordingly.

A request for time off will be given full consideration by the Headteacher, Mr Gareth Spicer. Parents / carers must fill in a Leave of Absence request outlining their reasons for not attending school. Please ask Miss Foale for one of these at the main office.

A statutory fine will be enforced if unauthorised time off reaches 10 sessions (**5 days**) in a six month period.



You will also be fined if your child is late on 10 or more occasions within a 6 month period.

## **Illness**



We are aware that at times children are ill and, therefore, should not come to school.

Pupils who have had any type of sickness or diarrhoea **MUST NOT** be at school until they have been symptom free for **48 hours**.

Please ensure you report your child absent to the school's office on the **FIRST** morning by 9.10am.

Parents/carers should try to arrange medical appointments outside of school time and are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected time of return, and/or provide a copy of the appointment letter for medical appointments

The teachers & staff are committed to providing pupils with the very best schooling at all times but the responsibility of ensuring children attend school is that of the parents/carers.

There are incentives which reward individuals and classes for good attendance. Those who attend school every day for the whole year will receive a certificate and are celebrated in our end of year Final Celebration Assembly.