



**Salisbury**  
Primary School

**Salisbury Primary School**

Salisbury Street

Darlaston,

Walsall

WS10 8BQ

Headteacher: Mrs D. Steen

Deputy Head: Mr S. Forsyth

Telephone: 0121 6674066

E-mail: [postbox@salisbury.walsall.sch.uk](mailto:postbox@salisbury.walsall.sch.uk)

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Dear Parents/Carers,

Salisbury Primary School is working towards reducing absence this academic year. This letter is to inform all parents/carers of Salisbury's expectations and to advise parents on ways to prevent any action in relation to attendance.

The Government identifies children as "persistent absentees" when attendance is 90% or below. Persistent absence is viewed as a serious matter as it can lead to underperformance and therefore will be closely monitored.

Please be reminded of the following:

- School starts at **8:50am** promptly; therefore, all children are expected to arrive on time to start the day. **Any child arriving after this time will be marked as late.** If your child arrives after 8:50am, your child will be written down on the late register.
- All parents must **contact school by 9:30am** to inform us if your child will be absent, providing the reason why and expected return date.
- If a child is ill and is prescribed medication, evidence of this **must be provided to the school** upon returning in order to record the absence correctly.
- Please make every effort to book any **appointments out of school hours.** A child will only be authorised to be absent for medical appointments where an appointment card is provided and **your child will be expected to attend school before/after any appointment.**
- If your child's attendance falls below **92%**, you will be expected to provide medical evidence for **all** absence in order for it to be



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authorised. This will be used as evidence when data is collected on pupil attendance.

- **Leave of absence during term time will not be authorised.** If you do plan to take your child out of school, please see Reception for a form which must be completed so that we are aware of when your child will be absent and how long for. This will also impact on your child's overall attendance and you may receive a fixed penalty notice.
- **Unauthorised absence** can lead to home visits, warning letters, fixed penalty notices, attendance panel or court proceedings.

Please note that we must be made aware if your child will not be attending school to keep in line with safeguarding procedures. If your child is absent and contact has not been made, **we may refer your child to our Education Welfare Officer or to the Safeguarding Team.**

Yours sincerely,

Miss Evans

Behaviour and Attendance Mentor.