



# **SCHOOL ATTENDANCE MATTERS**

## **A Guide to Attendance at School**

The school doors open at 8.45am and close at 8.50am.

Children must be in class ready for their early morning activities by 8.50am. After this time, all children must enter via the office and be signed in by a parent or carer. Children who arrive after 9.00am will be marked in as late. Children arriving after 9:20am will be marked as unauthorised absence for the whole morning session.

Children who arrive in the classroom after the start of school find it difficult to settle to activities that have already started.

**All children are expected to attend school EVERY DAY throughout the academic year. The school's attendance target is 97%. This equates to each child missing only 6 days of school per year.**

### Celebrating Attendance

We reward good attendance over 97% with certificates each term and all those achieving 100% at the end of the academic year also receive a small prize.

### Leave of Absence Requests

Parents have a legal duty to ensure regular and punctual attendance by their child at school.

**Holidays should be taken during the school holiday period and there is no entitlement for any family holidays or leave of absence during term time. Requests for holiday will only be considered in exceptional circumstances.**

Applications must be made at least 4 weeks in advance using the application for leave form available from the school office. The Headteacher will consider each request on its merits **but this will usually only be considered in exceptional circumstances.**

No authorised absence will be given during Year 11 or KS1 / KS2 SAT's periods. This will include all siblings in the family. Schools within Jefferys Education Partnership will liaise with each other regarding this. No authorised absence will be given in September as this disrupts the start of the year.

### Fixed Penalty Notices

Fixed Penalty Notices were introduced by Southampton Local Authority in September 2005 as an alternative to prosecution. All children who have 10 sessions (ie. 5 days) of unauthorised absence may be liable to receive a fixed penalty notice which incurs a monetary penalty per parent per child.

### Illness

Parents must notify the school by telephone each day by 9.30 am if a child will be absent from school due to illness. Medical evidence of illness may be requested for children who are absent for more than 3 successive days and those with poor attendance.

Medicine can be given to children at school - please hand the medicine to the school office where you will be asked to fill in a form. If you are unsure whether to send your child to school, please refer to the new "I don't feel very well" brochure on the website.

We expect ALL appointments, with the exception of hospital appointments, to be made out of normal school hours.

A copy of the full attendance policy for the Jefferys Education Partnership is available from school or can be found on the school website.