

Q What if I cannot avoid holiday in term time?

A You will need to complete our absence request for and hand in at least 4 weeks before the date of the holiday. Please be aware that holidays are never authorised. Absence in term time will only be authorised for exceptional circumstances which are rare, significant, unavoidable and short, such as bereavement or service personnel events.

Q What happens next?

A Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly.

Q What is the role of the Educational Welfare Officer (EWO)?

A Local Authority EWOs will become involved if there is persistent absence, particularly if the absence is unauthorised.

Q What is considered good attendance?

A Our school target is 97.5% which means pupils must have no more than 6 days off in any academic year to achieve this. As achievement is so closely linked to attendance, we want every child to achieve or exceed this target to allow them to access learning at school and make excellent progress.



**Polehampton C. of E.
Junior School**



**Attendance Information
for
Parents**

Dear Parents and Carers,

As a parent it is your responsibility to make sure that your child attends school. Every lesson counts, from the “getting to know you” first days of the Autumn term, the everyday carefully planned teaching sessions, to the final goodbyes and transition events in the Summer term.

This leaflet answers questions you may have with regard to attendance.

As always, if you have any questions or need advice, please do not hesitate to ask.

Penny Litson
Headteacher

Q What time should my child arrive at school?

A School starts at 8.50 a.m. so children should arrive between 8.40 and 8.45 a.m.

All children should be in their classrooms by 8.50 a.m. ready for registration. Children arriving after this time should report to the school office and will need to be signed in.

On most mornings, there are clubs – the children should sign in with each club. After, they make their way to their class for ordinary registration.

Q What happens if my child is late?

A Punctuality is a good habit to develop - lateness is disruptive to the class and means that your child misses out on information. Arrival after the register has been called but before 9.00 a.m. is considered as ‘Late but present’.

Q What is the difference between an ‘Authorised’ and an ‘Unauthorised’ absence?

A Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours - these are called ‘authorised’ absences.

Things that could be done outside school time – days out, birthday treats, routine dental appointments or having a lie-in because of a late night are all considered ‘unauthorised’ absences.

Q What if my child is ill?

A If your child is ill he/she should stay at home. A child should not be returned until 48 hours after a bout of sickness or diarrhoea.

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

Sometimes a child who appears unwell first thing brightens up during the day – if this happens then bring him/her to school as soon as he/she is feeling better. (Except for the 48 hours after sickness).

If your child is ill please make sure that you let the school know by telephone / email / or in person before 9.30 am each day of absence.

Q Can I take my child on holiday in term time?

A There has in the past been a misconception that families are ‘allowed’ to take holiday in term time during a school year. There is **no entitlement** to holidays in term time.

Your child is legally entitled to 190 of school each year, which leaves 174 days left in which to take holidays.