

## LATENESS



### Why should your child be on time for school?

- Your child will be calm and ready to begin learning
- They will not miss registration
- They will not miss the start of a lesson
- They will not disrupt the teacher
- They will not disrupt their classmates.
- Children who arrive after 8.40 a.m. will be marked as late.
- Children who arrive after 9.30 a.m. will be marked as an unauthorised absence, which can also be used when legal action is to be taken.
- A phone call home is made when school become aware your child is absent. We request you give reason for the absence. If a response is not received a self and welfare check may be completed.

## HOLIDAYS

During term time are AGAINST THE LAW!!

- Taking children on holiday or out of school during term time is against the law.
- We understand that holidays during term time may cost less money, but they are still against the law.
- Term time holidays are an increasingly serious issue and the government is advising schools to take serious action where they need to in order to make sure they do not happen.
- The school is not allowed to authorise absence during term time, unless there are exceptional reasons (this does NOT include sickness of a family member). The headteacher will consider exceptional circumstances.
- A form requesting leave of absence must be submitted to the School Office at least 14 days before the start of leave.
- Taking unauthorised holidays could result in a penalty notice of a maximum of £160 per parent per child being issued.



**We really like your children being here!**



If you would like to discuss your child's attendance, then please contact the School Office.

The schools Attendance Policy is available to all parents on request from the School Office and is available on the school website.

## Working for our Children at Spire Junior School



## ATTENDANCE

IMPORTANT INFORMATION FOR PARENTS



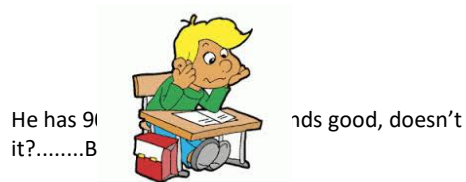
Spire Junior School

Tel: 01246 234546

## ATTENDANCE

At Spire Junior School we believe that regular attendance is extremely important. Pupils need to attend regularly if they are to benefit from the educational opportunities available to them.

Is it really serious for children to not be in school? The answer is yes! This is Danny



90% ATTENDANCE = ½ DAY MISSED EVERY WEEK

90% ATTENDANCE = 4 WHOLE WEEKS OF LESSONS MISSED EACH YEAR

As a result, Danny will fall behind with his learning



## PERSISTENT ABSENCE

If your child is regularly absent from school:

- They will miss lessons and important information
  - They will fall behind in their learning
  - They will not be able to do their best in tests and exams.
- All pupils' attendance will be monitored by the Pastoral and Office Team
  - The Attendance Lead will contact parents of all children whose attendance falls below 90%
  - For any children whose attendance is regularly under 90% the Attendance Lead will meet with parents/carers and discuss any issues
  - Legal action may be taken by the LEA if attendance does not improve sufficiently.
  - Legal action is taken for poor school attendance as well as unauthorised holidays
  - Penalty Notices of £160 per parent per child may be issued when a child has had 10 unauthorised absences in a rolling period of ten weeks.
  - The penalty notice will decrease to £80 if paid within 21 days.
  - In some cases, prosecution may result if attendance does not improve.

## ILLNESS

and if necessary, we will send them home. Remember feeling tired is not an illness; they just need to go to bed earlier.

- If a child is absent for a prolonged period medical evidence will be required. This can be in the form of a doctor's note, prescription or even a sticky label from a prescription. This must be produced to validate your child's absence otherwise the absence will be recorded as unauthorised.

## APPOINTMENTS

- We ask that all routine appointments be made for either during the school holidays or outside of school hours
- If it is unavoidable to change an appointment, evidence of the appointment will be required. If evidence of the appointment is not provided your child's absence will be recorded as unauthorised.

## ILLNESS

- Being ill is not an excuse for a child from going to school, if they are well enough to get out of bed and play or watch television they should be in school.
- Coughs and sneezes are no excuse not to come

