

**Respect**

**Honesty**

**Caring**

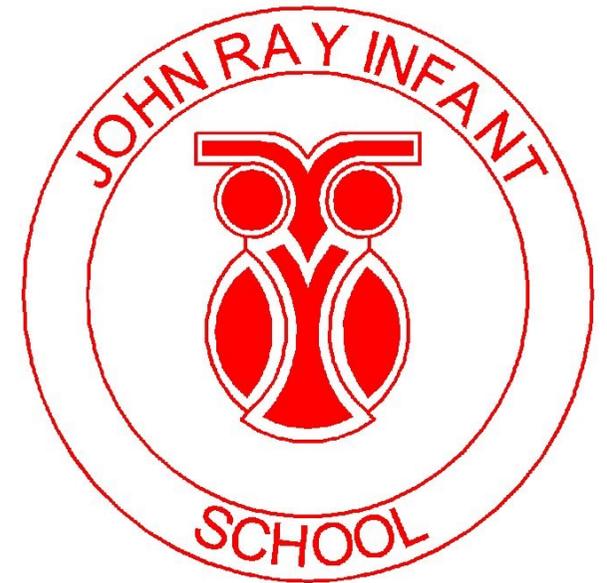
**Fairness**

**Curiosity**

**Responsibility**

Tel: 01376 323071

Attendance information and expectations



**Learning Together,  
Aiming High, Proud to  
be Ourselves**

John Ray Infant School is committed to providing a full and successful education for every child so that they achieve very well, establish good and lasting relationships with their peers, and are well prepared for Key Stage 2.

Poor attendance impacts on a child's academic achievement and social development.

We believe that punctual, good attendance at school is important for children to receive a good education, achieve well and take a positive part in the life of the school. At this early stage it is very important that a good work ethic is promoted through good attendance and punctuality.

There is a legal requirement for parents/carers to ensure that their child attends school regularly and punctually and parents are reminded of this in the school prospectus.

We work closely with all parents and carers to establish strong home school links and communication systems to support good attendance.

### **Holiday absence**

A leave of absence form should be completed and submitted to the office. Whilst the headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused unless there are exceptional circumstances.

Where a family chooses to take holiday during term time, the absence will be marked as unauthorised and a Penalty Notice may be issued to each parent for each child. The local authority also changed the criteria allowing schools to request the issue of a penalty notice for 3 or more unauthorised holiday absences taken within the first two weeks of September.

### **Notification of absence**

If your child is unwell, please telephone the school first thing on the first day of the absence, and continue to provide regular updates should the illness continue.

Absence from school may be authorised for the following reasons:

- Illness (for sickness and diarrhoea your child must be 48 hours clear before returning to school)
- Unavoidable medical appointments
- Children who are excluded
- Days set aside for religious observance
- Traveller children who migrate and show every intention of returning
- Children attending specific offsite tuition e.g. speech therapy
- Exceptional circumstances e.g. family crisis or bereavement

Absence from school will not be authorised for:

- Shopping
- Birthdays
- Illness of other family members e.g. parents/carers/siblings.
- Series of long weekends
- Missed bus
- Weather conditions (unless the school has issued closure notice due to adverse weather)

### **Registers**

Our doors open at 8:40 am and registers are taken 8:45 am in all classes and 1:05 (Foundation Stage) 1:30 pm (Key Stage 1) for the afternoon session.

When children arrive at school late, they miss valuable learning and social opportunities which impact on their attainment and progress. Punctuality is strongly encouraged, and along with absence persistent lateness can be prosecuted. If your child is brought into school after

8:50 am or 1:05/1:30 pm for the afternoon session, they must be brought to the school office stating the reasons for lateness. A late mark will be put in the register. Any child that registers after 9:20 am will be recorded as on site with a 'U' code but this will **not** count as a present mark and it will mean they have an unauthorised absence for that session.

The school attendance officer monitors the registers weekly, and will make contact with parents/carers on each day of an absence where we have not been notified.

Attendance data is monitored very closely and where attendance falls below 90% the headteacher writes to parents/carers sharing concerns and offering support. If attendance does not improve, parents are invited to school for a School Attendance Meeting. In rare circumstances, where attendance does not improve, the school will refer a pupil to the Local Authority where legal action may be taken.

At John Ray Infant School we congratulate weekly the class with the highest % for the week, we thank parents/carers termly for 98% + and 100% attendance. Currently we are at 96.3% for our attendance, our target is 96.2% or above.

The full attendance policy can be found on our website.

We look forward to your child joining us in September and watching them grow.