St. John's Church of England Middle School

September 2022

Dear Parents/Guardiians

St John's School Attendance Policy.

As your child settles back into life at St John's after the summer holiday, we thought it would be helpful to write to you to bring a few of the key features of our Attendance Policy to your attention.

Reporting Absence from School: If your child is unable to attend school for any reason, you must contact the school on the first day of the absence to inform us. This can be by calling the school and leaving a message on the absence line or sending a message via ParentMail Absence. We ask that parents endeavour to contact us before 08.50am so the class teacher can be informed before morning registration. If your child remains unwell, please contact us with an update **each day**. Where a child is absent from school and we do not receive a reason for the absence, this may be recorded in the register as unauthorised.

Please do not report your child's absence via epraise as teachers may not get the message prior to morning registration.

Punctuality: All pupils should be on the school premises before 8:50am. The gates are opened at 8:40am. If your child is late, and the school gate is shut your child must enter via the main office. If it is possible, please notify the school of your child's late arrival, this would prevent an unnecessary call to you from us. However, please can we ask for your support in helping your child to arrive to school on time, as late arrival not only affects their attendance but also means your child is missing out on lessons and interrupting the learning of others.

Medical Appointments: Wherever possible, we ask that medical appointments are arranged outside of school hours. However, where this is not possible, please advise the school in advance of the appointment. Absence due to medical appointments will affect your child's attendance figures so we would ask that you keep these to a minimum.

Planned Absence for Holiday and other similar reasons: Government regulations make it clear that parents do not have any right or entitlement to take a child out of school for purposes for a term-time holiday. Headteachers are not able to grant any leave of absence during term-time for holidays. In exceptional circumstances pupils may be granted leave of absence during term-time for not more than one week (5 school days) in any calendar year. Parents contemplating absence during school time should complete a request form and first discuss the implications with the school before making any commitments. Should parents decide to still take their child on holiday without authorisation a referral may be made to the Education Welfare Service which may result in a Penalty Notice (a fine of up to £120 per adult per child) being

issued. Any absence from school can have a serious effect on a child's educational progress and can create continued difficulties on their return to school.

If you should have any questions about our policy and how it affects your child, please contact me, I will be happy to help.

Yours sincerely

Mrs J Martin
School Attendance Officer.

Mrs A Elwell
Head of School.

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A member of The Spire Church of England Learning Trust
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