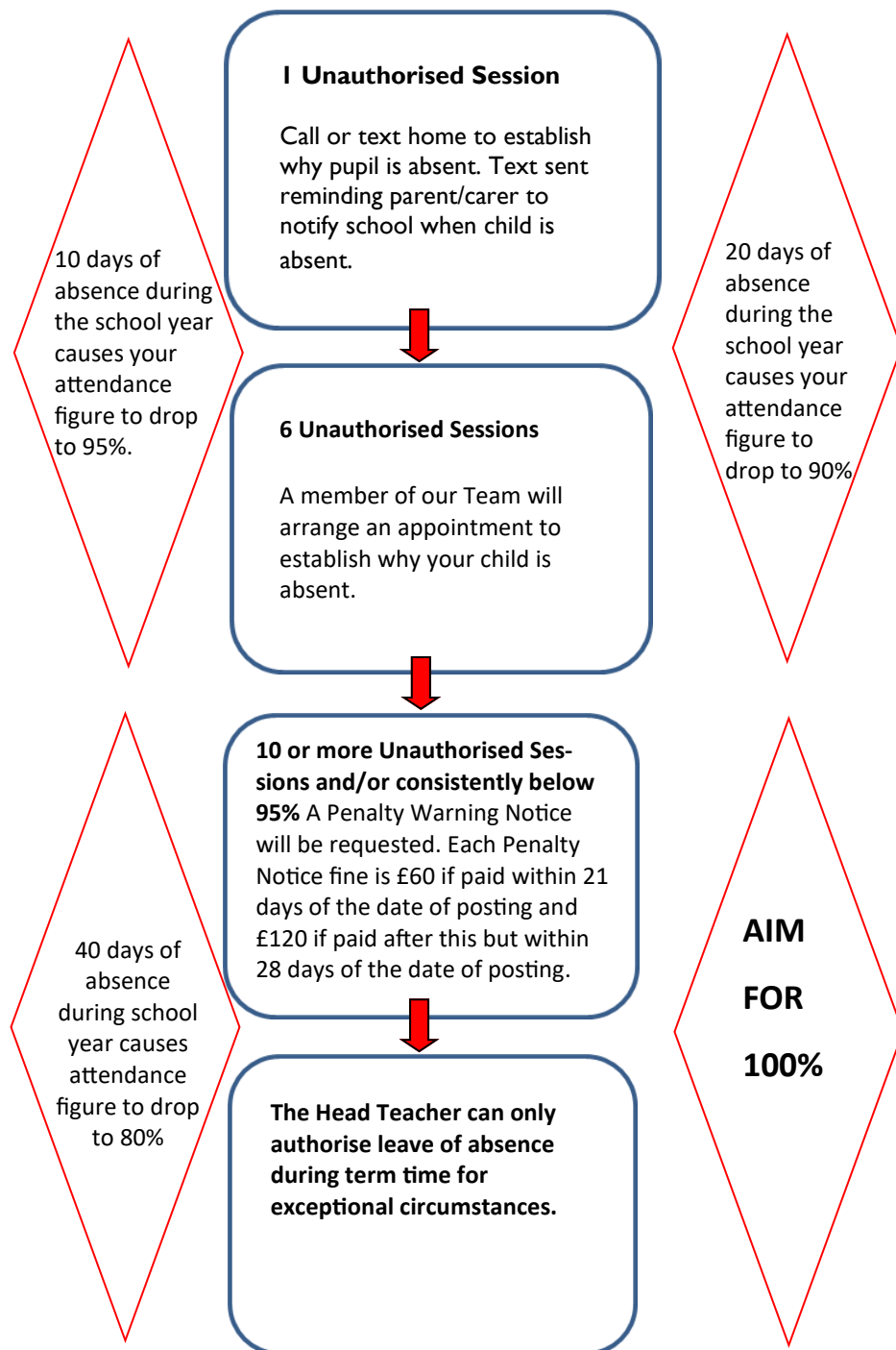


UNAUTHORISED ABSENCE PROCESS



St. John's C of E Primary School, Gosport



Attendance Matters at St John's September 2020

During the Covid-19 pandemic, schools were partially open so that not all children were attending school regularly. During this period the government removed the need to take an attendance register. Parents were not penalised if their child did not attend school.

This has now changed and attendance is mandatory from the start of the new school year. The school will provide you with separate information regarding when pupils should not attend due to public health and clinical advice (e.g. if a family member or the child becomes ill due to coronavirus). The school will monitor this and provide access to education if a child is self-isolating. We understand that children may feel anxious about returning to school. Therefore we have planned additional social and emotional support through learning in PSHE as well as sessions with the school ELSA if this is needed.

Returning to the normal school routine, attending school regularly and arriving on time is key to supporting your child in their learning. We thank you for working in partnership with us to provide the best possible educational opportunities for your child. The Government expects children to be in school every day unless they are very unwell. Once registration has closed late arrival at school without permission will be recorded as an unauthorised late. The Head Teacher can only authorise absence in term time for **EXCEPTIONAL CIRCUMSTANCES**.

Why Attendance Matters

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between key stages.

We would like to remind parents/carers that we need you to:

- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or in person on the **first** and **subsequent** days of absence. Our telephone number is: 02392 582404. If we do not hear from you we will try to contact you or visit your home to ensure your child is safe.
- Avoid taking your child out of school for non-urgent medical or dental treatment.
- Use the school form for absence requests – available from school office. Please note that Service Personnel are required to provide a letter from their attached company/regiment to support any leave of absence request.
- Discuss with the Head Teacher any planned absences well in advance.

Conditions such as headaches, colds, cold sores, verrucas, warts, head lice (this does require treatment), DO NOT require time off school. (Please refer to the 'Illness Grid.') Neither should your child have a day off because it is their birthday or to go shopping for clothes. If you have any issues or would like to speak about your child's attendance, you can speak to a member of staff who will be happy to talk/support you and your child in order to ensure all pupils can access learning.

Penalty Notice

A Penalty Notice is a fine which may be issued in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in any 10 school week period. We also issues Penalty Notices for where children's attendance is below 95% and not consistently rising.

For more information about Penalty Notices, please go to:

www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents

Time Keeping: In the autumn term, the arrival and departure times for children will be staggered . You will have received the times for your child in separate correspondence.

Late arrivals must report to the main reception.

Term Dates: 2020—2021

Autumn Term: 7 Sept to 18 Dec & Half term: 26 to 30 2020

Spring Term: 4 Jan to 1 Apr & Half term: 15—19 February 2021

Summer Term: 19 Apr to 23 Jul & Half term: 31 May to 4 June 2021

INSET: 03.09.2020 and 04.09.2020

12.2.2021

07.06.2021 (tbc)

23.07.2021 (tbc)

www.st-johns-gosport.hants.sch.uk