



## Absence and Lateness

At St. John's C of E Primary School we work hard to achieve good attendance rates, and these are reported in our weekly newsletter which is sent to all parents/carers. Congratulations to those pupils who achieve 100% attendance.

Good attendance and punctuality are vital. Please notify the school in writing or by telephone if your child is absent or late. There is an answering machine in the main office so a message can be left at any time. The office is staffed from 8.30 a.m. if you prefer to talk to a member of staff. A verbal message from a child is not acceptable.

We will follow up any unexplained absence or lateness with a phone call and/or a letter. Punctuality and absences are regularly monitored by the school's Inclusion Team. School attendance is a legal requirement which is enforced by Hampshire County Council.

When a child is obviously unwell, the best place to be is at home with an adult. A sick child will be very unhappy at school and unable to cope with schoolwork. If the illness is infectious, other children and teachers may also become ill, so the child must be kept at home. Please see our leaflet about illness and how long children should be kept off school.

Should your child have an infectious illness, tell us as soon as the doctor has confirmed this.

If your child needs to leave school during the day, please let us know in writing or by telephone. Unless we have contact from the parent, the child will not be allowed to leave the school premises.

Remember to be **punctual!**

Children need to be in school by 8.40 am and ready to line up for the bell at 8.45 am...



Children arriving any later than 5 minutes after the bell must report to the school office to register.

If your child is regularly late, even by three minutes every day, this can add up to over seven and a half hours of **lost** learning time in one month, 15 minutes late each day is the same as missing two weeks of school.

At the end of the school day, children **must** be collected on time at 3.15pm.....



Children must also be collected **promptly** when after-school clubs finish

Please note

The local authority and OFSTED monitor unauthorised absence and therefore we ask you to always contact the school if your child is absent.

Holidays **should not** be taken during school term time - see our Attendance Policy for more information

Only at the discretion of the headteacher and in exceptional circumstances, may leave from school be granted but requests must be on the appropriate form or in writing. If the absence is for an extended period, the school may seek to off-roll the pupil and the parents will need to apply for re-admittance to the school.

Doctors / dentist appointments are not absences unless the child misses the whole session.

A child who has a medical/dental appointment and then comes to school later, can be credited with an attendance for the whole session provided they have attended at the first possible opportunity – this is acceptable lateness. The situation is the same for children who leave school after registration for a good reason such as illness or to attend a medical appointment.

Authorisation for absence for religious purposes will be considered on request. The special circumstances code is to be used at the discretion of the school, e.g. death in the family, moving house etc. All requests for absence must be discussed with the Headteacher before authorisation.