

WALLSEND JUBILEE PRIMARY SCHOOL ATTENDANCE POLICY

The School's Attendance Policy, which has been agreed by the Governing Body, has been drawn up with the best interests of the children in mind. It is based upon the simple principle that the better the child's attendance, then the better the chance of the child enjoying and achieving well in school. Good attendance is actively promoted as any unnecessary absence could impair achievement. Genuine illness of course is unavoidable and most children at some time during the year will have to be absent through illness.

ABSENCES

If your child is absent from school for any reason, we would ask you to inform the school by 9.30am on the first morning of absence. There is a telephone answerphone dedicated specifically for this purpose. If contact has been made with the school either via the answerphone or by speaking to a member of school staff, it is not necessary to bring in a letter explaining the absence. Failure to contact the school will firstly result in a text being sent out requesting an explanation, followed by a telephone call if no notification is received. An absence that has not been explained is classed as an unauthorised absence. Reminder letters are sent out to parents who have explained their child's absence.

The Educational Welfare Officer is notified of any child with a high rate of absence and will contact the parents in this event.

HOLIDAYS DURING TERM-TIME

The Governors would like to draw your attention to the section of the policy regarding absence for holidays during term time.

There is a common misconception that any child is allowed to take 10 days' holiday per year in term time. This is not the case. Any absence of up to 10 days (in addition to absence through sickness) **may** be authorised by the Headteacher, but only ever in very exceptional circumstances.

If you wish your child to have time off school during term time to go on holiday (even if only for ½ or 1 day), you must contact the School Office to inform the headteacher of your intention. The Governing body of Wallsend Jubilee Primary School have decided that any holidays during term should be unauthorised unless there is exceptional circumstances. Should you feel that your holiday request is due to exceptional circumstances, please ensure that sufficient detail is included within the leave of absence request. If your request is turned down by the Head teacher then you can follow this with a letter of request to the Chair of Governors.

Whilst we understand that there are obviously advantages to holidays in term times:

- The holidays tend to be cheaper.

- Holiday destinations are less crowded with other people's children.

There are however some severe disadvantages:

- Your child's education suffers.

- Lessons are missed.

- Continuity and progress of work is upset.

- There is no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday.

- The class is generally disrupted.

- You are in breach of your legal obligation to send your child to school.

Governors wish to stress that requests for holiday absence will be considered very carefully. The following factors will be taken into account:

- The child's general attendance records.

- The number of previous requests for holidays.

- The time of year a child will be absent. For example, requests for the beginning of a term and at times where important tests are being taken, will not be met with consent.

- Requests for days in excess of 10 days will be automatically refused.

Some Travel Agents now offer discounts for families taking holidays in school holiday time and information is available if you are interested. If you are unable to avoid requesting absence during the school terms, an application must be made to the Headteacher. If your request is refused, but the child will still be absent from school, the absence will be recorded as unauthorised.

Any unauthorised absences reflect badly on the school as well as damaging your child's education. Please consider this matter very carefully before making a request for absence during term time.

LATENESS

The school takes lateness very seriously. A child who is five minutes late for school each day misses 3 days of schooling across the year. A child who is 25 minutes late misses 19 days.

The register is taken by the class teacher at the beginning of each session, morning and afternoon. The register will be kept open until 9.05am in the morning and 1.15 in the afternoon. Any child arriving after the register has been taken but before it is closed will be marked LATE. The mark for children arriving after the register has closed will be recorded as an unauthorised absence. Wallsend Jubilee Primary sets annual targets for attendance/absence.

Adopted by the Governing Body: September 2011
Review Due: September 2013