

**Q What if I cannot avoid holiday in term time?**

**A** You will need to complete our absence request form **at least 4 weeks** before the date of the holiday. Please be aware that holidays will only be authorised in exceptional circumstances.

**Q What happens next?**

**A** Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly.

**Q What's the role of the Educational Welfare Officer (EWO)?**

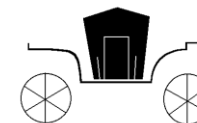
**A** Local Authority EWOs regularly visits the school and checks the registers to monitor absence. If your child has low attendance, the EWO may contact you to ensure this improves. They will become involved if there is persistent absence, particularly if the absence is unauthorised.

**Q What is considered good attendance?**

**A** Our school target is 96% (infants) and 96.5% (juniors) which means pupils must have no more than 6 or 7 days off in any academic year to achieve this.

As achievement is so closely linked to attendance, we want every child to meet or exceed this target to allow them to access learning at school and make excellent progress.

## Attendance Information for Parents



**Polehampton**  
CHURCH OF ENGLAND JUNIOR SCHOOL



Dear Parents and Carers,

As a parent, it is your responsibility to make sure that your child attends school. Every lesson counts, from the “getting to know you” first days of the Autumn term, the everyday carefully planned teaching sessions, to the final goodbyes and transition events in the Summer term.

This leaflet answers questions you may have with regard to attendance.

As always, if you have any questions or need advice, please do not hesitate to ask.

Helen Ball, Executive Headteacher  
Jenny Scott, Interim Head of Infants  
Liz Castell & Helen Medcalf, Heads of Juniors

### **Q What time should my child arrive at school?**

**A** The school doors open at 8.50 a.m.

All children should be in their classrooms by 9.00a.m. ready for registration. Children arriving after this time should report to the school office and will need to be signed in.

### **Q What happens if my child is late?**

**A** Punctuality is a good habit to develop - lateness is disruptive to the class and means that your child misses out on information. Arrival after the register has been called but before 9.30 a.m. is considered as ‘Late but present’.

Arrival after 9.30a.m. is deemed ‘unauthorised’ and counts as a half day’s absence.

In severe weather conditions, exceptions to this ruling apply.

### **Q What is the difference between an ‘Authorised’ and an ‘Unauthorised’ absence?**

**A** Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours - these are called ‘authorised’ absences.

Things that could be done outside school time – days out, birthday treats, routine dental appointments or having a lie- in because of a late night are all considered ‘unauthorised’ absences.

### **Q What if my child is ill?**

**A** If your child is ill he/she should stay at home. A child should not be returned until 48 hours after a bout of sickness or diahorrea.

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

Sometimes a child who appears unwell first thing brightens up during the day – if this happens then bring him/her to school as soon as he/she is feeling better.

**If your child is ill please make sure that you let the school know by telephone / email / or in person before 9.30am each day of absence.**

### **Q Can I take my child on holiday in term time?**

**A** There has in the past been a misconception that families are ‘allowed’ to take holiday in term time during a school year. There is **no entitlement** to holidays in term time.

Your child is legally entitled to 190 of school each year, which leaves 174 days left in which to take holidays.