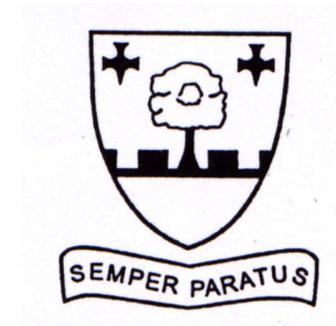


Elmwood Junior School

Attendance Information



Silver Quality Mark 2013/14



SILVER 2015-18



Updated: June 2021

Rationale

Good attendance and punctuality are essential as they are key factors in high achievement. Here at Elmwood Junior School, parents, carers, teachers and governors have a responsibility to encourage maximum attendance and punctuality.

Research shows that schools with excellent attendance and punctuality achieve far better results with pupils making significantly greater levels of progress. We want all our children to achieve, and therefore, ask for your support in this matter.

Absences

There are two types of absences : **Authorised and Unauthorised.**

What is an authorised absence?

Many absences are for good reasons and will usually be authorised by the school e.g.

- Illness (type of illness required)
- Medical appointments
- Religious observations

What is an unauthorised absence?

These are absences where the reasons are not considered acceptable by the school and officers working on behalf of the local authority e.g.

- It is the child's birthday
- Parents woke up late and therefore, did not think they should send their child to school late
- Not aware of school term dates
- Doctor or dentist appointment that lasts all day
- Another member of the family is ill
- Holidays during term time
- Late after 9.20am

Please note that following a change in government legislation, the Headteacher is unable to agree leave during term time unless satisfied there are exceptional circumstances for doing so.

Parents/Carers are required to inform the school on the first day a child is absent. The reason given will be noted in the school register. Unexplained absences will be followed up by the Attendance Officer firstly by a telephone call to parents/carers, if no reply, then by letter. Several days unexplained absence where the school is unable to contact the parent may result in a home visit by the Educational Welfare Officer.

Persistent absence will be discussed with parents and where no improvement is seen, a referral will be made to the Education Welfare Service. If a particular reason is identified, the school will endeavour to provide support.

Punctuality

The school gates will open at 8.40am and children will go straight to their class for the start of the school day and registration.

Any child arriving after **8.50am** but before **9.20am** will receive a late mark and will be noted in the late register.

Registers officially close for the morning at **9.20am** - any child arriving after this time, although marked on site, will be considered absent for the morning session (see Authorised and Unauthorised Absences).

In cases of unacceptable levels of lateness after registers close, the Education Welfare Service can issue a penalty notice to each parent for £60 rising to £120 for non-payment.

School finishes at 3.00pm and children should be collected promptly from their class's designated playground.

Repeated late arrivals and late collections may be referred to the school's Education Welfare Officer.

Taking Children Off Roll

If parents are planning to take their children off our school roll they must provide details of the new school. If a school place has not been allocated or the child is leaving the country, then additional documentation may be requested by the school.