

## The Law

We are proud of the good attendance of most of our pupils at Nether Green Junior School and the support parents give us. The school is obliged to inform you of the following legal requirements which are placed upon parents, the Local Authority (LA) and the school.

- Parents must ensure that children of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The LA must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers.
- The school must report to the LA pupils who fail to attend regularly.
- The LA has a duty to ensure parents fulfill their legal responsibilities.
- Failure by parents to ensure regular attendance is an offence punishable by law.
- Fixed penalties can be issued by the LA where the criteria for such a notice are met.

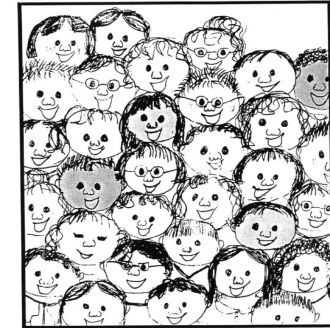


## At our School...

- Children need to arrive at school for morning register by **8.50am**.
- The school doors open at **8.40am** and the classrooms can be accessed from this time.
- Children arriving to school after **9.00am** are recorded as being late (L).
- Children arriving to school after **9.15am in the morning and 1.20pm in the afternoon** will be recorded as being unauthorised late (U). This counts as an absence for that morning or afternoon.
- The afternoon registers are taken at **1.10pm**.
- School finishes at **3.35pm**.
- Children arriving late must report to the school office and explain why they are late.
- Unexplained absences are classed as unauthorised absences.
- If you return your child to school during the school day you must ensure you inform the office staff.
- Under normal circumstances we will not contact you if your child does not arrive at school, if you would like us to do so please inform the office staff.
- Home visits will be made by the inclusion officer where there are concerns regarding attendance or lateness.

**If your child is having any difficulties affecting their attendance please let us know so we can offer support.**

# Nether Green Junior School



## Attendance

Important information  
for Parents/Carers  
about children attending  
regularly and on time

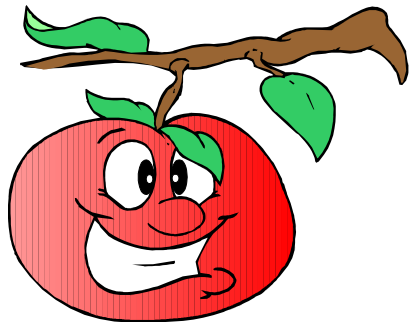
**MAKE SURE YOUR CHILD  
IS IN SCHOOL EVERY DAY**

## Attendance Policy

During the years that children attend Nether Green Junior School, we aim to educate the whole child, preparing them to enter secondary school with a positive self-esteem, a sound foundation of learning and an eagerness to develop further their intellectual and social skills.

We aim to:

- Encourage all pupils to attend school and achieve their maximum potential.
- Monitor attendance.
- Keep children and parent/carers informed about our procedures.
- Recognise good **attendance**.



**A copy of the attendance policy can be found on the school website or in the school office.**

**Number of minutes late every school day, and days missed each year as a result...**

5 minutes each day = 3.5 days

10 minutes every day = 7.2 days

20 minutes every day = 14.4 days

Our School attendance target this year is 96.5%

## Partnership

**What the school expects of its pupils:**

- Attend regularly and arrive on time.
- Be prepared to work bringing suitable equipment.
- Co-operate with attendance procedures.
- Inform staff if there are problems.

**What the school expects of parents/carers:**

- To encourage pupils to attend regularly and on time, and only keep your child away from school if it is really necessary.
- Inform the school on the first day of absence by telephoning (2302461) as early as possible, and explain the reason for absence and likely return date.
- Ensure pupils are adequately prepared for a day's work at school.
- Inform school of any problems which may affect attendance.
- Arrange holidays out of term time.
- When possible arrange non-urgent medical/dental appointments out of school hours.
- Keep ill children away from school. (Children should be well for 48 hours following sickness/diarrhoea) before they return to school).
- To fulfill the legal responsibility.

**What you can expect from the school:**

- A broad and balanced curriculum.
- Efficient and accurate recording and monitoring of absence.
- Contact with home when problems arise.
- Regular liaison with the Attendance and Inclusion service.
- Encouragement and recognition of good attendance and punctuality.

## Requests for absence in term time



You are not legally entitled to holidays in term time.

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. This is not an entitlement and requests can be refused.

Should you need to apply for term time leave, it must be requested in writing, on a request form (available on the school website), at least 10 days before the leave date being requested, and before any arrangements are put in place. If Parents/Carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the school, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days).

For full details, please see 'Exceptional Leave During Term Time' policy on the school website.

### Requests for short term absence

If you need to take your child out of school during the school day you should apply at the office for an authorised absence pass. These will be given for such things as hospital appointments and music exams. They will not be given for day trips and shopping trips.