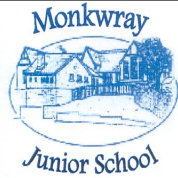


Our expectations



Monkway Junior School is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Pupil attendance will be closely Monitored. The Headteacher and Learning Mentor will check pupil attendance percentages regularly to see if action is required.

How can you help?



- Make sure your child has a good night's sleep
- Ensure your child eats breakfast prior to coming to school
- Help your child develop routines
- Try to make medical appointments for after school
- Never take holidays in term time
- If your child is ill, ring the school office as soon as possible

The dates below will help you to plan your holiday during school holidays and not during term time.

School term dates 2021—2022

Thursday 2nd September—Friday 17th December

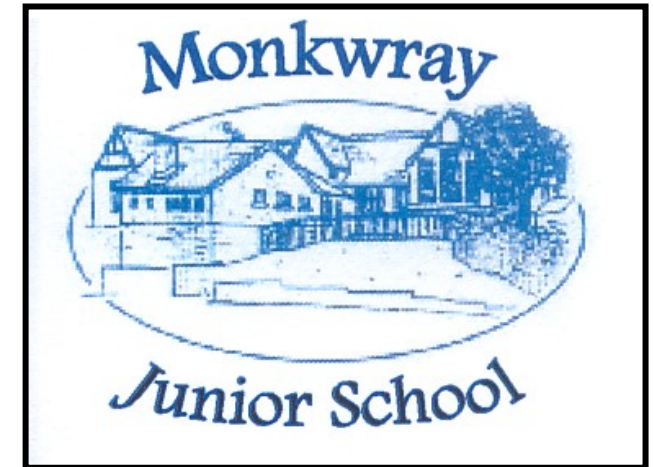
Half term: 25th October—29th October

Wednesday 5th January—Friday 1st April

Half term: 14th February—18th February

Wednesday 20th April—Wednesday 20th July

Half term: 30th May—3rd June



“Be Brave, Be Bright and Be YOU!”

We hope this leaflet gives you all the information you need about your child's attendance at Monkway Junior School.

We understand that there can be tricky times and so we offer our full support with any attendance issues — keeping us in the loop is key.

If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.

If you have any concerns about your child's attendance, please contact **Mrs Graffin** on **01946 696790**.

Attendance Matters

Attend Today



Achieve Tomorrow



What the law says...

Ensuring your child's regular attendance at school is your **legal responsibility** and allowing or encouraging absence from school without good reason is an offence. This may lead to a referral to the Educational Welfare Service, the issue of Penalty Notices, and fines and eventual prosecution.

The Access and Inclusion Officer for Attendance can decide to fine parents and/or carers up to £2,500 or given a 3 months prison sentence if your child misses too much school.



Holidays

Schools can only grant requests for holiday absence in term time in exceptional circumstances. If you believe that this applies to you, you can make a request, in writing, to the school. It is possible that leave will not be agreed when attendance already includes unauthorised absence and/or the attendance is already causing concern.

All unauthorised absences, including holidays, are accumulated and parents can be issued with a Fixed Penalty Notice.



Medical appointments

We accept that children need medical appointments. If your child does have a medical appointment in school time, please do your best to ensure they are present for the morning and afternoon registration.

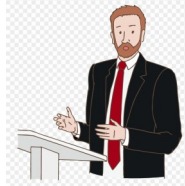
School can request parents provide medical evidence to support illness and/or appointments. This can be in the form of appointment cards or prescriptions, rather than a doctor's note.



What the government says...

New government guidelines state that attendance figures of 90% or less is classed as "**persistent absence**". This level of attendance is equivalent to missing 100 hour-long lessons.

The government expects that in order to reach a child's full potential, they must attend school for a minimum of 95% of the year. We strive for 97% attendance.



Illness

If your child is saying they do not feel well, and you are unsure whether it warrants a day off, please send them to school. If they are truly ill, we will ring you. Coughs and sneezes are not an excuse to miss school and feeling tired is not an illness.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself: would you take the day off work if you had this condition?



Punctuality

Poor punctuality or leaving before the end of the school day is **not acceptable**. Data shows there is a direct link between poor attendance, poor punctuality and under-achievement.

Pupils who arrive late and/or leave early disrupt lessons, which can be embarrassing for the child and, in turn, encourage absence. It is also extremely disruptive for the rest of the class.

School starts at 08.55 and ends at 15.15.

