

## Our expectations

Monkwray 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 Attendance Lead (Mrs Willis) along with Mrs Johnston. They will check pupil attendance percentages regularly to see if action is required.

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

### School term dates 2023—2024

#### Autumn Term

Wednesday 6th September– Tuesday  
19th December

*HALF TERM HOLIDAY*

*Monday 23 October – Friday 27 October*

#### Spring Term

Wednesday 3rd January– Thursday 28th March

*HALF TERM HOLIDAY*

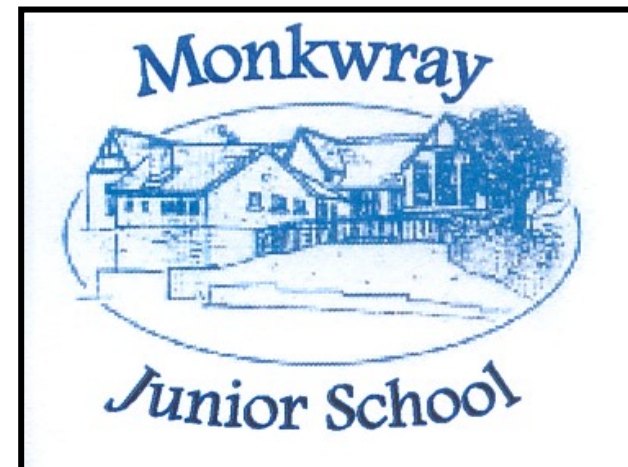
*Monday 12th February– Friday 16th February*

#### Summer Term

Tuesday 16th April– Friday 19th July

*HALF TERM HOLIDAY*

*Monday 27th May– Friday 31st May*



*“Be Brave, Be Bright and Be YOU!”*

## How can you help?



- Make sure your child has a good night's sleep
- Ensure your child eats breakfast prior to coming to school– we can offer breakfast club
- 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

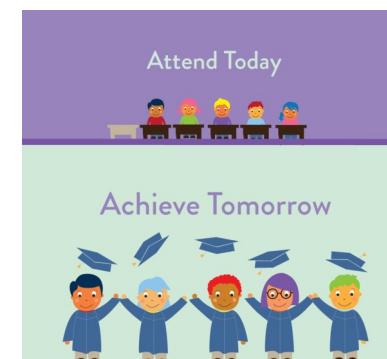
## How can we help?

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.

We have lots of tried and tested approaches to helping you with attendance so please do get in touch, we are here to help. If you have any concerns about your child's attendance, please contact **Mrs Willis or Mrs Johnston** on **01946 696790**.

## Attendance Matters



## 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 from the Local Authority.

## 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.*

Please inform **the school office** if your child has a medical appointment so it can be recorded on the register.

## 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 ill during the day, we will ring you.

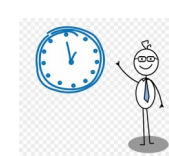


Please report all illness to **the school office** on 01946696790 and **NOT through Class Dojo** as messages can often be missed by teachers who are busy preparing lessons for the day.

Please keep in touch with us if your child is going to be absent more than 2 days.

## Punctuality

Lateness 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 and this can be embarrassing for the child.

School starts at 08.55 and ends at 15.25.

Children are welcome at our FREE breakfast club from 8am or can arrive on the yard to play from 8.40am.