

### What absences are not appropriate?

You should not keep your child from school or allow him/her to be absent:  
They feel a little under the weather.  
To go shopping or to visit relatives.  
Because it's raining.  
Because you got up late.  
Because they don't want to go or you do not feel like accompanying them.  
For family birthdays or to go on family outings.  
Parent work commitments/illness.

### Holidays/Leave of Absence in Term Time

As from 1<sup>st</sup> September, 2013 the Education (Pupil Registration) (England) Regulations 2006 have been amended. All references to family holidays and extended leave have been removed, therefore, the school will not be permitted to grant leave of absence during term time, unless there are exceptional circumstances. Evidence of exceptional circumstances need to be provided alongside a completed leave of absence form.

If the absence is not authorised and the holiday is taken the Local Authority can issue penalty notices.

### Concerns or Queries

Please do not hesitate to contact us if you have any queries or concerns or e-mail [admin@johnbunyan.co.uk](mailto:admin@johnbunyan.co.uk).

Stephanie Smith ~ Attendance officer  
Michelle Thatcher-Assistant Head teacher  
Deborah Bailey ~ Head teacher.

### Medical Information

Please send or give copies to:

Mrs Stephanie Smith  
Attendance Officer

John Bunyan Primary School  
Lancaster Way,  
Essex  
CM75UL

E-mail: [admin@johnbunyan.co.uk](mailto:admin@johnbunyan.co.uk)

**Absence Line: 01376 321814**

**Above all we want your child to be happy and successful at school and we believe that only by working in partnership with you, will this be at all possible.**



## ATTENDANCE MATTERS

At John Bunyan we value good attendance.

Our school attendance aim is **96%** - we need your help to achieve this and ensure your child reaches their potential.

**Absence Line: 01376 321814**

## Attendance and Punctuality



Attendance and Punctuality is vital. Think carefully before keeping your child at home.

**90% ATTENDANCE = 1/2 DAY MISSED EVERY WEEK!**

**1 school year at 90% = 4 WHOLE WEEKS OF LESSONS MISSED!**

Learning and achievement will be severely affected.

### Be Punctual

We expect pupils to be in school by **8.55am** ready to start learning.

Gates open at:

**Year Reception, 1 and 2: 8.45 am**

**Years 3,4,5 and 6: 8.40 am**

If you are on time your child will be calm and ready to begin learning. They will not miss out on the vital introduction to a lesson.



### Let us know

We do understand that children become ill! If that is the case remember to phone the school office by 9.30am.

If you do not ring in, we have to phone all contacts on the contact list to ensure you and your child are safe.

**Absence Line: 01376 321814**

Children should not be in school:

- For 48 hours after vomiting or diarrhea.
- If they have anything contagious. The school will be able to advise you on when to return.
- Until you have discussed any broken bones or fractures with the school

If you are not sure speak to the school.

### Promoting Attendance

Good attendance is celebrated through termly 100% attendance awards and a 100% attendance rewards raffle.

### Procedure for Monitoring Attendance

Half termly, the attendance officer identifies students whose attendance falls below 96%. An attendance slip is sent to parents raising awareness.

If attendance falls below 90%, parents are informed that we require medical certification to authorise any further absences.

If attendance does not improve, then parents are invited to a School Attendance Meeting to resolve any issues and agree a plan to work together to improve attendance.

If attendance does not improve following the school attendance meeting the case may be referred to the Local Authority which could result in proceedings for a penalty notice and/or legal intervention to be initiated.

### Medical Evidence

For absences to be authorised, up to date information must be provided. This evidence could include:

- A copy of the medicine packaging prescribed by the dr or nurse.
- A copy of a prescription.
- A stamped appointment card.
- A letter from the dr, consultant or hospital stating the date of the appointment or diagnosis.