

## Attendance at St John's Primary School

This year St John's School is making good attendance a top priority.

By improving our attendance rates, we will improve the standards that our children achieve and provide them with better chances for life, however we can only achieve this with your full support.

Attendance is tracked by the school. If a child has an attendance level of below 90% this means they will have missed an average of one day a fortnight in school. Over a school year this will represent four weeks of absence.

If your child's absence drops below 95% you will receive a letter informing you and you may be asked to provide medical proof of your child's illnesses, if your child's attendance drops below 90%, illness absences must be supported with evidence such as a GP's appointment card or prescription, or a hospital letter. Where absences are not supported by such evidence, your child's absence will be recorded as "unauthorised" and this has the potential to impact on your child's overall absence figure and could result in legal action.

This year we are introducing a new reward scheme for excellent attendance.

At the end of each term, all children with 100% attendance will be entered into a prize draw where they could win a fantastic prize such as a scooter or a shopping voucher.

All children with attendance of 95% or above will also receive a small reward to say thank you and well done!

## Absence procedures

### General Absence:

Please contact the school on 01305 785711 and leave a message on the 24 hour absence line or email [office@stjohnswey.dsat.org.uk](mailto:office@stjohnswey.dsat.org.uk) before 9.30am stating the exact reason for absence e.g.: cold/cough, sickness etc., please do not state "unwell" or similar. If the reason given is vague, the office team will be asked to call you to clarify.

### Unreported Absence:

If we do not hear from a parent or carer the office team will send a text message asking you to advise us of the reason for your child's absence. We may then try and call you by telephone. If we cannot get hold of anyone and there is no reason for absence given then it will be recorded as an "unauthorised absence".

### Persistent Lateness:

Please can we remind parents/carers that the doors open for KS2 children at 8.30am and KS1 children at 8.45am. The school day will start promptly at 8.45am and your child will be recorded as late if they arrive after this time. We have noticed during the last academic year that more and more children were using the front entrance, often it is the same faces day after day and this is not acceptable. Please use the front entrance as an exception. Any child arriving after 9.15am will receive a 'late after the register closes' mark and this reflects on their attendance figures.

## Absence procedures

### Persistent absentees:

If your child's attendance is of a concern to St John's school, we will work in conjunction with Dorset Family Partnership Zone. If the school has not been contacted by a parent/carers on the first day of absence, we will contact Dorset Family Partnership Zone and a Link Worker will knock on the door of the family home to establish the reason for not attending school.

### Absence requests:

Please complete an absence request form available at the school office. We follow the guidelines set out by Dorset Council and we are also in line with other local schools. Please note that we do not authorise requests for term time holidays unless there are exceptional circumstances.

### How parents/carers can help:

- Work together with us and support our procedures.
- Send your child to school every day, on time, unless they are genuinely ill.
- Avoid taking your child out of school for holidays.

We hope that this leaflet provides all the information required to ensure your child can achieve good attendance this year, however if you would like further information, please do not hesitate to contact the school office.

Thank you in advance.

### How is your child's attendance affecting their learning?

Below 84%	Such very low attendance is seriously slowing their learning and development
85-89%	Attendance is low and is affecting your child's learning
90-95%	Below average – please aim to increase attendance
96%	In line with national averages
97-100%	Very good – your child is being given every chance to do well

### Autumn Term 2019

Monday 2 <sup>nd</sup> September	INSET DAY – school closed to pupils
Tuesday 3 <sup>rd</sup> September	INSET DAY – school closed to pupils
Wednesday 4 <sup>th</sup> September	First day of term for pupils, school begins at 8.45am
Monday 28 <sup>th</sup> October – Friday 1 <sup>st</sup> November	HALF TERM HOLIDAY
Monday 4 <sup>th</sup> November	INSET DAY – School closed to pupils
Friday 20 <sup>th</sup> December	Last day of term, school closes at 3.15pm
MONDAY 23 <sup>rd</sup> December 2019 to FRIDAY 3 <sup>rd</sup> January 2020	CHRISTMAS HOLIDAY

### Spring Term 2020

Monday 6 <sup>th</sup> January	INSET DAY – School closed to pupils
Tuesday 7 <sup>th</sup> January	First day of term for pupils, school begins at 8.45am
Monday 17 <sup>th</sup> February - Friday 21 <sup>st</sup> February	HALF TERM HOLIDAY
Friday 3 <sup>rd</sup> April	Last day of term, school closes at 3.15pm
MON 6 <sup>th</sup> APRIL – FRI 17 <sup>th</sup> APRIL	EASTER HOLIDAY

### Summer term 2020

Monday 20 <sup>th</sup> April	First day of term for pupils, school opens at 8.45am
Friday 8 <sup>th</sup> May	MAY BANK HOLIDAY – School closed to pupils
Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> May	HALF TERM HOLIDAY
Friday 17 <sup>th</sup> July	Last day of term for pupils, school closes at 3.15pm
Monday 20 <sup>th</sup> July	INSET DAY – School closed to pupils

**To be confirmed; Autumn term 2020 begins Tuesday 1st September**



**St. John's**  
CE Primary School

## Attendance Information & School Term dates and holidays