

# Wensum Junior School Attendance and Punctuality Guide





Although we aim for 100% attendance, each year we set a target and this is used to compare us to other schools nationally.

Our current target is 96% attendance which is also the national average.

Attending school every day will help give your child the best possible start in life.

Going to school every day means:

- ✓ Learning new skills
- ✓ Making friends and building positive relationships
- ✓ Taking part in exciting activities
- ✓ Having fun

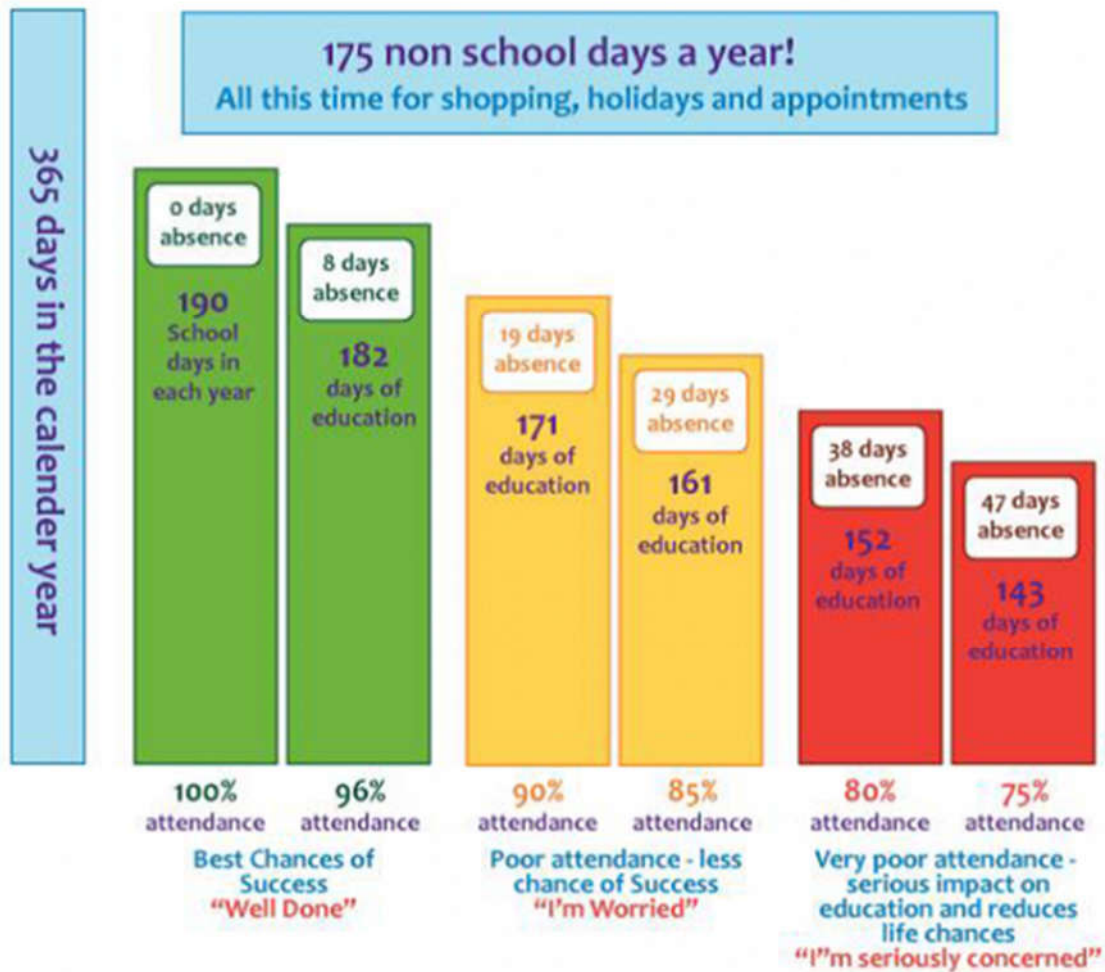
### **DID YOU KNOW?**

90% attendance is equivalent to missing 100 hours of learning time.

If you take your child on a 2-week holiday in term time, attendance for the year immediately drops to 95%.

90% attendance means half a day of absence each week.

90% attendance is equivalent to a full month off school in a year!



### Punctuality

It can be disruptive and unsettling for children when they arrive late to school. Please ensure that your child is on time, every day, to allow them to access the full education that they are entitled to.

## Holidays

By law you must ask for permission for your child to miss school.

Leave in term time will only be agreed where the Head teacher feels there are exceptional circumstances.

Leave will not be agreed when attendance already includes unauthorised absence or if attendance is already causing concern.

You can request "leave in term time" for your child using a request form available at the School Office.

Parents who take a child of compulsory school age on holiday, without permission from the school, may be issued with a fixed penalty notice.

## TO HELP YOUR CHILD DO WELL IN SCHOOL, YOU SHOULD:

- ✓ Arrange family holidays to coincide with school holidays
- ✓ Never take your child out of school when there are important examinations or tests
- ✓ Be aware of the potential impact on your child's education
- ✓ Avoid taking your child out of school when they are just starting. This is very important as your child needs to settle into their new environment as quickly as possible.



## DID YOU KNOW?

There are 190 statutory school days in one year.

That means there are 175 days (weekends & school holidays) available to use for holidays.

A 2-week holiday in school time means your child has approximately 50 hours of missed work to catch up on!

Head teachers cannot authorise any leave in term time unless there are exceptional circumstances.

Any period of absence taken without agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract a Fixed Penalty Notice.



### **Reducing Illness Days**

If your child says that they do not feel well and you are unsure about whether it warrants a day off, please contact the School Office for further guidance. The school day is split into two sessions, meaning that they are registered twice throughout the day.

If your child was unwell in the morning but is well enough to attend in the afternoon, please consider the option of bringing them into school for afternoon registration.

Equally, if your child is taken ill at school, we will contact you immediately. Please always make sure that we have up to date contact details so that you can be contacted in an emergency.

### **Medical Appointments and Medical Evidence**

Please book any medical appointments out of school hours.

If this is unavoidable and your child has to have a medical appointment in school time, please do your best to have it after 1.15pm and then your child can have their registration mark for the afternoon before you pick them up.

If it needs to be a morning appointment, please try and bring them to school first to get their mark and then return them to school afterwards along with proof of their appointment.

The Department for Education guidance states:

*If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.*

*Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intentions.*

Medical evidence can take the form of a copy of a prescription or medicine label, appointment card/letter or text confirmation.

### **Authorised Absences**

Authorised absences are those where a pupil is absent due to illness or serious injury and is genuinely unable to attend school.

### **Unauthorised Absences**

Unauthorised absences are those which the school does not consider reasonable - for example, un-agreed holidays during term time and unreasonable periods of absence.

An unauthorised mark will be given when a parent has not called in to give a reason for absence.

An unauthorised mark is also given when a child is more than 15 minutes late for school.

Unauthorised absences will lead to the use of legal proceedings which include Fast Track Intervention, Fixed Penalty Notices and/or Applications to Prosecute.

### **Fast Track to Attendance**

The purpose of the Fast Track Intervention is for you to meet with relevant school staff to identify the reasons for absence and to work together to improve attendance.

Whilst the intention of the Fast Track Intervention is to encourage that Attendance and/or punctuality improves; consideration will be made to take legal action via an Application to Prosecute if attendance targets are not met.

### **Fixed Penalty Notices**

In Norfolk, Penalty Notices are issued in accordance with the Norfolk Local Protocol.

The criteria are:

- 9 consecutive sessions of unauthorised absence (4.5 days)
- 15% unauthorised absence within a six-week period.

Failure to pay a Fixed Penalty Notice reverts back to a Section 444 1 Education Act 1996 offence and you will face prosecution in the Magistrates Court.

## Wensum Junior School Procedures



- Pupil attendance will be closely monitored.  
The School Attendance Team will meet fortnightly to review attendance and punctuality to see if action is required.
- Parent's must call school on the first morning of any absence - clearly stating your child's name, class, reason for absence and when they are expected to return.  
If you do not call us, then we will call you to ensure the safety and whereabouts of your child. If we cannot make contact a text will also be sent.
- If no contact is made to report absence after a period of 3 days, a letter will be sent home.  
It is also possible that you will receive an unannounced home visit from a member of the attendance team.  
This is to ensure the safety and whereabouts of the whole family.
- Ensuring your child's regular attendance at school is your legal parental responsibility.
- Children can arrive at Wensum Junior School from 8.30am when the gates open.  
Morning registration is open between 8.45am and 8.55am  
The gate is locked at 8.55am.  
If you arrive after that time you will need to enter the school via the Main Entrance where your child will be given a late slip to hand to their teacher.  
It is very important that children are in school on time.  
If your child arrives after 9.10am it will be recorded as an unauthorised absence.  
Afternoon registration is at 1.15pm.
- A 'traffic light' letter will be sent home at the end of every half term.  
**Red = 90% and below**  
**Yellow = 95% - 91%**  
**Green = 96% - 100%**

- If attendance falls below 96% you will receive an Early Intervention/Medical Evidence letter.  
By way of early intervention, we will offer support to help with any issues that may be preventing your child attending school.
- Where attendance continues to be of an ongoing concern, school, along with the guidance of the Attendance Officer, will use sanctions such as Fixed Penalty Notices or Prosecution in the Magistrates Court.

### **Covid - 19**

From September 2020, we will be operating a staggered start and finish time, to ensure we are keeping children and families as safe as possible during our busiest times.

### **Entrance & Exit Points**

Y3 use the side doors on Waterworks Rd through the staff car park.

Y4 use the school drive (Turner Road)

Y5 use the entrance on Waterworks Road in front of the guard rail.

Y6 use the pupil gate onto the playground. (Turner Road)

Pokémon Class use the main school reception.

### **Earlier Classes:**

**Start Time: 8.35-8.45. End of Day: 3.05.**

Year 3, Pegasus Class, Rob Whalen

Year 4, Griffin Class, Verity Hanson

Year 5, Pixie Class, Sam Naylor

Year 6, Dragon Class, Alix Lewis

### **Later Classes:**

**Start Time: 8.45-8.55. End of Day: 3.15**

Year 3, Unicorn Class, Rianne Hayes



Year 4, Phoenix Class, Natasha Burr

Year 5, Yeti Class, Jo Kloss

Year 6, Sphinx Class, Paul Wickens

Pokémon Class, Laura Hornsby and Nic Denney

For further information or advice, please contact:

Victoria McConnell - Head Teacher

Sarah Knights - School Secretary

Zowie Glen - Parent Support Adviser

Tel: 01603 620877

Wensum Junior School

Turner Rd, Norwich,

NR2 4HB



