

Too ill for school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat), over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have diarrhoea or vomiting.

If you are unsure how long your child should be absent with an illness speak to your child's school, your doctor or your pharmacist for advice

Lateness

Having good attendance also means being on time and not being late to school. Children who arrive late can feel embarrassed, left out and miss out on important lessons.

The school register closes at 8:55am. If your child arrives in school after that time they will get a late mark. If they arrive after 9:25am, they will be recorded as absent for the morning (National policy).



Rewards for attendance

In our weekly celebration assembly we will read out the names of all classes who have attendance above 95% and they receive a certificate to display in their classroom. If a class gets 100% attendance they receive a special treat in recognition of the achievement. Each term we will invite parents/carers to join us for an attendance assembly.

EMMANUEL JUNIOR ACADEMY



- An attendance guide for parents



Every Day Counts!

At Emmanuel Junior Academy, excellent attendance and punctuality is our aim for every one of our pupils.

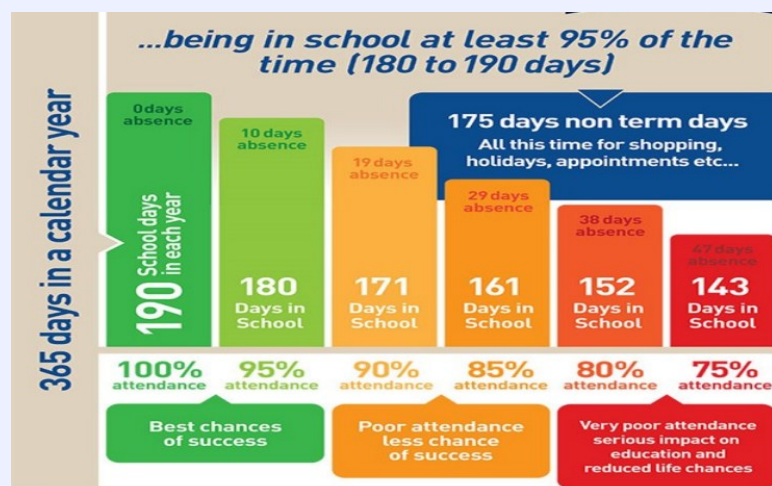
Excellent attendance maximises the learning opportunities and parents/carers have a vital role in promoting positive attitudes towards good attendance. Evidence shows that pupils who attend school regularly make better progress both academically and in friendships with their peers.

We ask for support from parents/carers to ensure their child:

- Is present at every opportunity.
- Arrives at school on time.

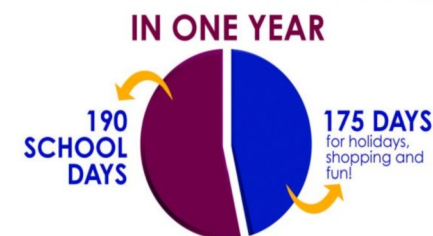
Parents/carers are expected to:

- ◇ Ensure their child's attendance is at least 95%.
- ◇ Make sure their child attends every day on time.
- ◇ Call the school to report their child's absence before the close of register on the day of the absence and each day of absence. Try to tell us when your child is expected to return.
- ◇ **Provide the school with more than one emergency contact number for their child (at least 2).**
- ◇ Ensure that, where possible, appointments for their child are made outside of the school day. Where this is not possible children should only be absent for the duration of the appointment itself, before returning to school, if health allows.



Term Time Leave

There is strong evidence to indicate that significant absence from school during term time can have a negative impact upon a child's attainment and learning.



The head of school will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. We define 'exceptional circumstances' as situations that are "sudden, unforeseen, out of the norm and which may temporarily and significantly impact on the child's family situation".

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. From August 2024 it has been agreed with Governors that unauthorised leave of absence will lead to a referral being made to the Local Authority, who will then consider if a Fixed Penalty Notice of £80 per parent (if paid in 21 days) or £160 (if paid between 21 and 28 days) is issued. This brings us in line with LA and Government guidelines. School does not benefit from any fines. Our priority is your child's attendance and learning.

Attendance Support If we have concerns about your child's attendance, we will work with you to help them get to school.

Stage	Actions
Stage 1	Voluntary Support: Cause for Concern Early warning system: We will send you a letter informing you of your child's current level of attendance (usually when dropping below 95%)
Stage 2	Voluntary Support- increased concern If attendance continues to be a concern you will be asked to have a telephone conversation with your child's phase leader or the learning mentor to discuss possible barriers to attendance.
Stage 3	Voluntary Support: Informal face to face meeting. If attendance does not improve, despite support, we will ask you to attend a meeting in school with Miss Drake to discuss your child's attendance. Children with below 90% attendance are likely to be within this stage.
Stage 4	Formal Support: School Attendance panel. Over a period of time and usually following a Stage 3 meeting, if attendance remains low, you will be invited to attend a formal meeting to discuss your child's attendance. This will be to address barriers to attendance and to look at what we can all do to support.
Stage 5	Formal Support (Including a parenting contract) If there is no improvement to attendance a meeting is held to explore the issues further and to complete a parenting contract. The Local Authority are often involved.
Stage 6	Move to Enforcing Support (Including a parenting contract) At this stage the Local Authority is involved because attendance is causing significant concern. The Local Authority may consider legal action.