

ASHFIELD JUNIOR SCHOOL

ATTENDANCE NEWSLETTER

ABSENCE

MEDICAL

HOLIDAYS IN TERM TIME



ABSENCE

Poor attendance = Lower Academic Achievement

It is mandatory that a child attends school; it is the parent's legal responsibility to ensure their children receive an appropriate education. **Failing to send your child to school regularly without good reason is a criminal offence.**

If your child is going to be absent from school, parents MUST contact school following our absence procedure.

Please call school on 01900 604565 and press option 1 when prompted for the attendance line. Leave a message, giving your child's name, class and reason for absence. Please do not use class dojo or the school office line unless you want some advice.

Parents must call each day of their child's absence.

If we do not receive a genuine reason for absence, your child's absence will be recorded as unauthorised.

ATTENDANCE KEY

100% Attendance – Super

97%-99% - Well Done, This is excellent

93% - 96.9% - You need to be careful

90%-92% - Improvement Needed

Less than 90% - You are now a Persistent Absentee

80% – 90% - Involvement of Access and Inclusion Team

Less than 80% the Local Authority may issue you a Warning Letter/A Fixed Penalty Notice (Fine) or even Prosecution

Medical

- Medical appointments - Please make appointments outside of school hours, whenever possible. If this is not possible, we ask parents to provide an appointment card or letter, stating the date and time. Please do this at least the **day before the appointment**.
- Parents should bring their child into school as soon as possible following the appointment.
- Sometimes siblings are taken from school due their brother or sister's appointment; this is not appropriate and will only be permitted in exceptional circumstances. If a sibling is taken out of school, due to a medical appointment that is not their own, this will be recorded as unauthorised.

Holidays in Term Time

- Ashfield Junior School in association with The Workington Heads consortium **do not authorise** holidays taken in term time as this severely disrupts the child's learning. All holidays taken during term time will be **Unauthorised**.
- **All unauthorised absences including holidays are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 per parent per child if paid within 21 days and £120 per parent per child if paid between 21 and 28 days. Failure to pay a Penalty Notice could result in prosecution**
- If parents do decide to take their child/children on holiday, they must complete a holiday form **before** the intended leave date. Available from the school office or by emailing Mrs Thwaites – ethwaites@ashfield-jun.cumbria.sch.uk
- Parents do not have an automatic right to remove their child from school for a holiday, because the law, The Education Act reads that parents have a duty, to ensure that their child receives an education and if your child is attending school that is the way they receive their education and that should be prioritised over any holiday plans.

