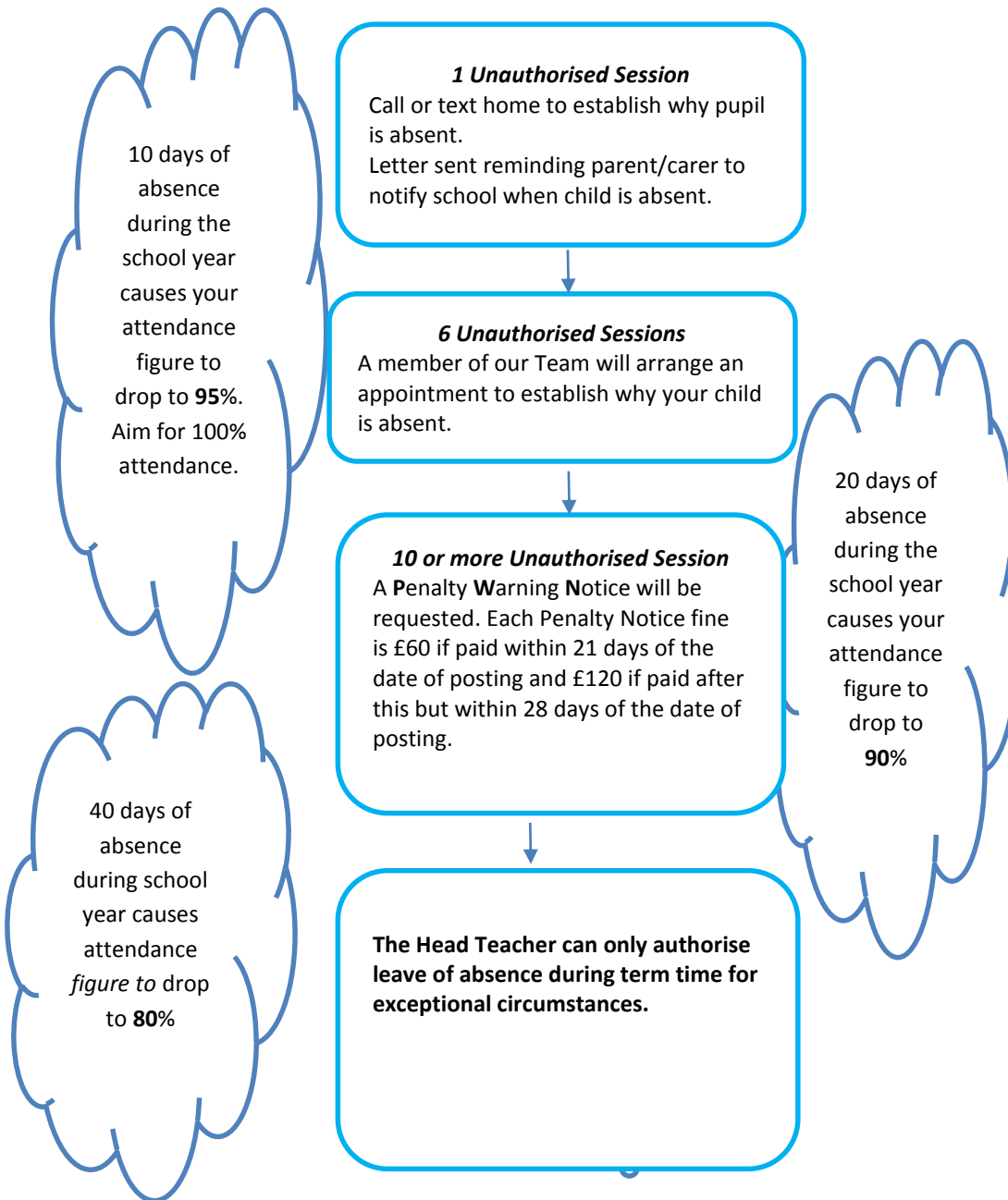


## Unauthorised Attendance Process



*'Learning today for the challenge of tomorrow.'*



*'Enabling every child to be a brilliant learner.'*

## **Attendance Matters**

Attending school regularly and arriving on time is key to supporting your child in their learning. We thank you for working in partnership with us to provide the best possible educational opportunities for your child. The Government expects children to be in school every day unless they are very unwell. Once registration has closed late arrival at school without permission will be recorded as an unauthorised late.

The Head Teacher can only authorise absence in term time for  
EXCEPTIONAL CIRCUMSTANCES.

## Why Attendance Matters

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between infant and junior school.

## We would like to remind parents/carers that we need you to:

- Support the school with their child in **aiming** for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or in person on the first and subsequent days of absence. Our telephone numbers: **Junior School** Tel: 02392 524312 and **Infant School** Tel: 02392 580808. If there is no answer, please leave a message.
- Avoid taking your child out of school for non-urgent medical or dental treatment.
- Use the school form for absence requests – available from school office. Please note that Service Personnel are required to provide a letter from their attached regiment to support any leave of absence request.
- Discuss with the Head Teacher any planned absences well in advance.

Conditions such as headaches, colds, cold sores, verrucas, warts head lice (this does require treatment), **DO NOT** require time off school. If you have any issues or would like to speak about your child's attendance, you can

speak to a member of staff who will be happy to talk/support you and your child in order to ensure all pupils can access learning.

## Penalty Notice

A Penalty Notice is a fine which may be issued in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school. Penalty Notices can be issued for unauthorised absence. In Hampshire, Penalty Notices are issued when a pupil has 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in any 10 school week period. For more information about Penalty Notices, please go to: [www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents](http://www.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents)

## Time Keeping

**Infants:** Classroom doors close at 9am prompt.

**Juniors:** The teaching day starts at 8.50am prompt.

Late arrivals at both schools must report to the main reception.

## **Term Dates: 2016-2017**

**Autumn Term:** 5 Sept to 16 Dec & **Half term:** 24 Oct to 28 Oct

**Spring Term:** 3 Jan to 7 Apr & **Half term:** 20 to 24 Feb

**Summer Term:** 24 Apr to 25 Jul & **Half term:** 29 May to 2 Jun

*Please visit the schools' websites for details of the shared INSET days.*

[www.gomerjuniorschool.co.uk](http://www.gomerjuniorschool.co.uk)      [www.gomerinfantschool.co.uk](http://www.gomerinfantschool.co.uk)