

Parents have a legal obligation to ensure that their child receives their entitlement to their education. This is done by parents ensuring their child comes to school every day and we aim for at least 97% attendance.

Absences due to illness, religious observance and medical appointments, for which we receive an explanation, are given an authorisation in the registers. A member of the office team will ring home on a daily basis. **Absences for which we receive no written or verbal explanation will remain as unauthorised absences in the registers.**

## What to do

- **If your child is ill**

If your child is absent as a result of illness, we ask that you phone the school office on 01753 521481 on the first day of absence. (The office may be unmanned but please leave a message on the answer phone with your child's name, the name of their class and a reason for absence)

When your child is well enough to return to school **you must also provide a letter explaining the reason for their absence.** This information will be recorded in the class register and the letter will then be kept. The registers are legal documents, which are regularly scrutinised by a member of the Local Authority's Attendance Service.

- **If you aren't sure whether your child is too unwell to come to school**

Send them to school. If they are really too unwell to be in school we will ring you to collect them.

- **If there is a serious problem preventing your child from attending school**

You **MUST** speak to the Executive Principal or Senior Vice Principal as soon as possible. We may be able to help you ensure that your child attends school and we will be able to explain the reasons for absence to the School Attendance Officer.

## Attendance Rewards

In order to encourage good attendance, pupils receive termly certificates for full attendance. Each class in a year group compete to have full attendance each week. This is recognised in assemblies.

## What will happen if:

- **Your child's attendance falls below 90%**

We will refer you to Slough Borough Council Attendance Improvement Officer and we will discuss your child's poor attendance. Persistent absence will result in sanctions being taken which could include a fine.

- **Your child has a high level of unauthorised absence**

An unauthorised absence may be an absence for which no written note has been received, a holiday during school time, taking your child shopping during school hours etc.

High levels of unauthorised absence, regular days off or periods of absence will be investigated by the Attendance Officer. Parents may be requested to come to an Attendance Panel, to explain seriously high levels of absence. They may be at risk of being fined by the Authority. The fine currently stands at £60 per parent. If this is not paid within 14 days the fine doubles i.e. it then becomes £120 per parent. If it remains unpaid parents are then prosecuted.

**PLEASE NOTE THIS IS DETERMINED BY THE LOCAL AUTHORITY THE SCHOOL DOES NOT RECEIVE ANY OF THE FINE MONEY.**



## Attendance

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- **Your child is late on a regular basis**

If a child comes to school after the register closes (the registers close at 9.00) then they will be marked late which is counted as an unauthorised absence. If your child is frequently late the School Attendance service will call you to attend an attendance panel and you may be fined.

### What if we wish to go on holiday during school time

Knowing the impact of attendance on learning, Governors of The Godolphin Junior Academy have instructed that **no holiday absence is authorised**. School is closed for sufficient weeks each year for families to make arrangements to take holidays during these periods. Some requests for absence for exceptional reasons may be authorised, but all parents making the request will be interviewed by a Vice Principal or the Executive Principal. **A form to request leave is available from the School Office** on which a return date must be stated.

Parents are advised that, if they choose to remove their child from school for a holiday, attendance figures will be examined. **Where a child's number of days unauthorised exceeds 10 they will be issued with a fixed penalty and where a child's number of days unauthorised absence exceeds 20 their name will be removed from the register.** The school is usually oversubscribed and operates a waiting list for each year group. Therefore, if your child loses their place due to unauthorised absence, the place will be offered to the next child on the waiting list. We will not be able to guarantee a place for your child when they return. On return the child will only be able to re-register at school if there is a place available.

School work will not be available. However a list of suggestions for shared activities between parent and child will be provided. Naturally every effort will be made to help a child absent through illness to make up missed work. Please do not ask staff for additional work to be set for holiday periods.

Regular attendance at school is very important for your child. If your child is not here, they miss out on vital learning. I feel sure we can rely on your support on this matter.

As a result of legislation, the Governing Body are required to publish various statistics, including unauthorised absences. The purpose of this is to highlight levels of truancy within schools. This includes parentally condoned absences. Although truancy is not a problem at The Godolphin Junior Academy, incidents of unauthorised absence do occur. The Governors hope the following information will help to clarify the situation:-

- All absences must be notified to school as soon as possible by **note** or telephone. (Verbal messages via children are not acceptable).
- Absence is considered **authorised** for the following reasons: medical, dental, educational visit, sporting activity and bereavement.
- The following are **unauthorised** absences: parental illness, parental commitment necessitating early collection, days out (e.g. shopping, car not starting) etc.

The Governors have appointed an attendance officer who will contact families on the first day of absence. However, we would be most grateful if you could ring into the office on **01753 521481** before 9.30 am to let us know the reason for absence.

### Appointments

For children who are to be released from school to visit a doctor or dentist or for any other reason, parents are asked for written evidence i.e. letter or an appointment card. Your child **must be collected from school by an adult**. The parent collecting the child must report to the office first to sign the release book.

Children will not be allowed to leave school unless accompanied by a parent or named adult. Where possible, please aim to make appointments outside of school hours.