



# NOOK LANE JUNIOR SCHOOL

## ATTENDANCE GUIDE

The school attendance target for 2015/2016 set by the Local Authority is 97%.  
 Attendance Certificates will be given out termly to all children above the school target.  
 A weekly trophy is awarded to the class with the highest attendance.

### What are the school times?

School starts at 8.55am but children may go into the classroom at 8.50am, and only, if a class teacher is present. Registers are called at 9.00am in the morning and 1.25pm in the afternoon. School finishes at 3.35pm.

## The school telephone number is (0114) 2341097

<p><b><u>Illness</u></b>  <b>What do I do if my child is ill?</b>          Inform the school on the first day of absence, either</p> <ul style="list-style-type: none"> <li>• in person</li> <li>• by phone or</li> <li>• by letter</li> </ul> <p>No note is then required on return to school. It is helpful to know the reason for absence in case there is a pattern to illnesses.</p> <p><b>If the illness lasts longer than a couple of days?</b>          Contact the school again on the third day of absence to let them know what is happening.</p> <p><b>What happens if I don't contact the school?</b>          A member of staff will get in touch.</p>	<p><b><u>Term Time Leave</u></b>  <b>Question: What must I do if I want to request term time leave for my child?</b>          Answer: Fill in a form requesting permission from school and return to the school office <u>at least 20 days</u> in advance of the first day of the proposed holiday.</p> <p><b>Question: Why must I ask for the school's permission?</b>          Answer: Parent/carers have a legal duty to ensure that all children of statutory school age receive a full time education. However the school can give discretionary leave of <b>up to 10 days</b> in any academic year (Sept - July). <u>This is not an automatic entitlement</u>, can only be granted in <b>special circumstances</b> and must be applied for in advance. It is important to remember that any absence from school affects a child's educational progress and unnecessary absence should be avoided for that reason.</p> <p><b>Question: What are the circumstances in which I can get discretionary leave for my child?</b>          Answer: The school will consider each request on it own merits. Special circumstances include:</p> <ul style="list-style-type: none"> <li>• Inflexible leave allocation of the parents profession/factory or workplace closedown (school will require confirmation from the employer)</li> <li>• Death or critical illness of close family member.</li> <li>• Events of religious or cultural significance.</li> </ul> <p>Term time leave would not be deemed appropriate solely on the cost of a holiday. There are several conditions that apply:</p> <ul style="list-style-type: none"> <li>• Your child's attendance percentage should already be over 90%. ( for leave of absence requests that occur early in the school year we will use the previous year's average)</li> <li>• The absence should not be within the first 10 days of your child transferring to a new class in September (this is a major source of educational disruption for a child as they miss all the work on establishing them as a member of the class)</li> <li>• The absence must not fall during Y6 SAT's week or during preceding revision weeks up to SAT's</li> <li>• The absence must not exceed the 10 days which may be authorised in one academic year</li> </ul> <p><b>Question: What if we book a holiday and because of one of the above reasons the school cannot authorise it?</b>  <b>Answer: The absence will be marked as unauthorised on your child's attendance record. If unauthorised holiday is taken the school is required to make request to the Attendance &amp; Inclusion service to consider issuing a Penalty Notice. Parents/carers who regularly take their child out of school in term time may be prosecuted. Please see overleaf for absence statistics.</b></p>	<p><b><u>Medical and Other Appointments</u></b>  <b>Can these be during a school day?</b>          Please try to avoid making these during the school day if possible. Otherwise, please contact the school office to inform them and request a Local Authority <u>Authorised Absence Pass</u> which gives permission for your child to be out of school during the day. Please obtain these on the day of the appointment if possible.</p>
<p><b><u>Lateness</u></b>  <b>What happens if my child is late?</b>          Children must go to the main entrance and the school office if they arrive after all the other children have gone in. This is so the Register can be altered. Remember we always prefer lateness to absence.</p> <p><b>What if my child is regularly late?</b>          Lateness causes problems for children because they miss important parts of lessons. School will be in touch with parents if a child is persistently late.</p>		<p><b><u>Other Reasons for Absence</u></b>          Please contact the Headteacher if your child is absent for any reason other than illness.</p>

There are 190 school days per year. Examples of absence as follows:

96.4% attendance	= 183 days in school	7 days absence
94.7% attendance	= 180 days in school	10 days absence
90% attendance	= 171 days in school	19 days absence
80% attendance	= 152 days in school	38 days absence

## **SCHOOL TERMS AND HOLIDAYS – ACADEMIC YEAR 2015/2016**

All dates inclusive

### *TERM DATES*

Autumn Term:	Tuesday 1 <sup>st</sup> September to Friday 18 <sup>th</sup> December 2015
Spring Term:	Monday 4 <sup>th</sup> January to Friday 18 <sup>th</sup> March 2016
Summer Term:	Monday 4 <sup>th</sup> April to Tuesday 19 July 2016

### *HOLIDAY PERIODS*

Autumn Half Term:	Monday 26 <sup>th</sup> October to Friday 30 <sup>th</sup> October 2015
Christmas:	Monday 21 <sup>st</sup> December 2015 to Friday 1 <sup>st</sup> January 2016
Spring Half Term:	Monday 8 <sup>th</sup> February to Friday 12 <sup>th</sup> February 2016
Easter:	Monday 21 <sup>st</sup> March to Friday 1 <sup>st</sup> April 2106
May Day:	Monday 2 <sup>nd</sup> May 2016
Spring Bank:	Monday 30 <sup>th</sup> May to Friday 3 <sup>rd</sup> June 2016
Summer:	School closes at the end of the day on Tuesday 19 <sup>th</sup> July 2016

### **INSET DAYS (School closed):**

Tuesday 1<sup>st</sup> September 2015  
Wednesday 2<sup>nd</sup> September 2015  
Friday 23<sup>rd</sup> October 2015  
Monday 25<sup>th</sup> April 2016  
Monday 6<sup>th</sup> June 2016