

Holidays in term time

Requests for permission to take your child on holiday during term time must be made in writing at least 2 weeks before the date. Head Teachers are only able to authorise holidays in term time under 'exceptional circumstances'.

Parents who take their child(ren) out of school to go on holiday which is unauthorised may be issued with a Fixed Penalty Notice (fine) by the local authority.

Lateness

School gates open at 8:40am everyday and close at 8:55am. Any children who arrive after this time will be given a late mark on the register [L]. Children who arrive after 9:30am receive a [U] code which is an unauthorised absence for the whole morning session.

Children who arrive late are often more embarrassed walking into class and may not be in the best frame of mind to begin learning. They may also miss out on important information from the beginning of their lesson.

Absences

Parents/Carers should inform the school office each morning their child is absent. If a child is absent and no reason has been received from the parents/carers the absence will be recorded as unauthorised.

Medical Absences

We ask for all medical appointments to be made outside of school hours where possible. If this cannot be done then we ask for you to bring in proof of the appointment which could be a letter, text or appointment slip. This will go down as an 'M' on the register. This still affects your child's overall attendance however it allows us to see the reason for the absence. If your child is present for registration at 8:55am and 1:15pm, they will be recorded as present then signed out from the office for their medical appointment.

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Attendance



Mendell Primary School

This booklet looks at good attendance and why it is so important for your child to be attending school regularly.

What is good attendance?

At Mendell Primary we put great emphasis on good attendance and punctuality. Good school attendance is essential for good progress and achievement. We all want the children to achieve their full potential and they cannot do this if they are not in school every day. They should only be absent from school when it is absolutely necessary.

Rewards

At Mendell we believe in involving the children with our decision making regarding attendance and rewards. We have a school attendance council with 1 pupil from every class who we meet regularly to discuss attendance and the rewards we have. Our current Classopoly was designed by the children with all prizes chosen by them and the rest of the children in their classes. Every class's weekly attendance feeds into our weekly Monday morning assembly.

We also have rewards for the whole school year based on attendance from 97% upwards that are again, chosen by the children.

Persistent Absence

Pupils are classed as 'persistently absent' if they miss 10% or more of school due to absence (whether authorised or not). While we are aware children get ill from time to time, we expect parents and carers to be bringing children back in as soon as they are well enough. For example: if they have been prescribed antibiotics, usually around 48 hours after they have started medication, the child would be perking up and be well enough to attend school. Medicines can be signed into the school office to be administered by staff when required.

Calpol/Paracetamol can also be brought in (in a new, sealed bottle) and signed for, for any children who may be under the weather and medicine would help them feel well enough to stay in school.

1 or 2 days a week doesn't seem much, however ...

If your child misses ...	That equals ...	Which is ...	And over 13 years of schooling that's ...	Which means the best your child might perform is ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly <u>1.5 years</u>	Equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	Over <u>2.5 years</u>	Equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	Over <u>5 years</u>	Equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	Nearly <u>8 years</u>	Equal to finishing at grade 4