

Leave In Term Time

The Greenwood Academies Trust policy for granting leave of absence in term time (Commonly known as Holidays in Term Time) is that absences will only be authorised in exceptional circumstances, there is no automatic right to any leave in Term time.



Leave of absence (Holiday) must be requested from and agreed by the principals in advance of any absence. If approved the absence is registered as authorised and if not approved and still taken, as unauthorised. It is recommended that as a general rule any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term.

We look carefully at every child's attendance each term. **This includes Late arrivals.** Any child who has less than 97% is monitored by the Attendance Officer and the principals who may write to you or request a meeting, to discuss support for the child/family.

Failure to improve attendance may result in legal action being taken against you.

If you have any questions or comments about this leaflet please contact our Head Teachers, Mrs Kirchin or Mrs McGeachie or our Attendance Officer, Mrs Hankins



**STUDFALL
JUNIOR ACADEMY**

**Studfall Junior Academy
Rowlett Road
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**Telephone:
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**Studfall Junior
Academy**

**Attendance
Matters**

**This leaflet is designed to
help parents and pupils
understand Studfall Junior
Academy Attendance
Regulations**



Arriving at School on Time

Arriving at school on time every day is an important job for parents and children.

Being punctual and ready to work are important life skills that we try to develop in school to equip children for working life.

When your child is late they are rushing and get off to a bad start.

It also disrupts the teacher and the class, who have often started working when children arrive late. Your child could also miss important information or instructions so they may not be so confident during the rest of the day.

What is late?



electronically.

The gates close at **9:00am**, and we expect children to be in school before this time.

The register is taken elec-

The playground entrances are open from **8.30am** and the year group doors open at **8.50am** to receive children.



School starts at:

AM: 8.50am - 12.10pm

PM: 13.10pm - 3.30pm

School gates close at 9.00am, please use the main reception door after this time so we can sign your child's name in.

If your child is not here and ready to work by these times they are classed as late.

Attendance

Good attendance is essential. Your child will not make the progress they are capable of if they are away from school on a regular basis. We aim for 97% attendance over the year for every child — which is also the Government's target for Primary Schools.

If your child loses on average a day a week, they would have an attendance rate of 80%. This would be unacceptable and could result in legal action.

You can see why we are trying to improve attendance — we must make sure that your child makes the best progress they possibly can, and they can only do that by being in school!

What should I do if my child needs to be away from school?

If your child is poorly, please telephone the school on the first day of absence, giving the reason for absence, you need to do this for every school day your child misses. If your child's attendance is poor then you may be required to provide proof of illness.

