

## NOTIFYING THE SCHOOL OF AN ABSENCE

---

**Absence requests** are **strongly discouraged** and only considered in exceptional circumstances. Parents can apply for leave of absence by completing the request form, which is available from the school office or on our website.

**Medical appointments** are an absence and must be recorded as such. Where possible, parents are asked to arrange appointments outside of school time. Pupils should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

**Lateness** - pupils arriving after 9:00am must be taken to the main reception and their **reason for lateness must be logged on the computer**. Those without a legitimate reason will be recorded as an unauthorised absence.

If your child is to be absent, a **phone call** to the school must be made **by 8:15am** on **each day** your child will be absent **and an anticipated return date given**; if we have not been notified of a reason, or it is unclear from the message, the school will endeavour to make contact by phone. If there is no response, the absence will be marked as unauthorised. If this persists, Miss Hatley and Mrs Clarke will knock on your door!

## CONCERNS AND QUERIES

First and foremost, we are here to help and want your child to be successful in school! Please let us know how we can best support you and your children so that they can show up for school on time every day. If you have any questions or need more information, please do not hesitate to contact Mrs Clarke (Achievement Leader) or Miss Hatley via the office or the school website.

### Family Engagement Leader

We are also lucky enough to have Mrs Adams at school, who can offer support on parenting issues and challenging family situations. She can be emailed directly through our website.

Please send copies of medical information to:

School Office  
Joydens Wood Infant School  
Park Way  
Bexley  
Kent  
DA5 2JD

Phone: 01322 523 188  
E-mail: [info@joydens-wood-infant.kent.sch.uk](mailto:info@joydens-wood-infant.kent.sch.uk)

# Attendance and Punctuality



A HAPPY AND SAFE PLACE  
TO LEARN AND GROW



**Telephone: 01322 523 188**

**E-mail: [info@joydens-wood-infant.kent.sch.uk](mailto:info@joydens-wood-infant.kent.sch.uk)**

**Website: [www.joydens-wood-infant.kent.sch.uk](http://www.joydens-wood-infant.kent.sch.uk)**

# Attendance and Punctuality

Attendance and punctuality are equally vital to ensure your child reaches their full potential whilst in education.

## DID YOU KNOW...?

- Children with poor attendance often become the victims of bullying or can be lonely as it is hard to build friendship groups
- One child's absence/lateness can affect the WHOLE CLASS as it slows instructions and takes up adult time
- Missing learning time means school gets even harder and your child falls behind
- Unnecessary absence forms bad habits and sets a bad example for later life
- Poor attendance means future anti-social behaviour is more likely, as well as affecting qualifications and job prospects

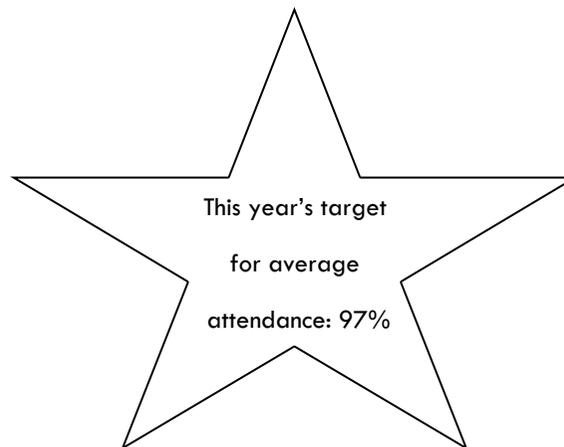
Remember, the only legally accepted reasons for absence are illness, holiday approved by school or a day of religious observance – looking after other children is not. Please think carefully before keeping your child at home for minor illnesses or injuries. See the separate leaflet, 'Should I Send My Child to School?' for further guidance.

## WHAT YOU CAN DO:

- \* Keep an eye out for early signs of not wanting to go to school (moodiness, head/stomach aches)
- \* Ensure children get at least 9 hours' sleep and breakfast
- \* Pack school bags and lay out uniform the night before
- \* Have back-up plans for getting to school, e.g. friends or neighbours
- \* Arrange 'playdates' to build friendships at school

## Procedure for Monitoring Attendance and Punctuality

Attendance and punctuality are monitored weekly by Mrs Clarke, Achievement Leader.



Absences can add up quickly!

97% = 6 days off per school year (1 day per half term)

95% = 10 days off per school year (roughly 1 day off per month) = MINIMUM SATISFACTORY ATTENDANCE

90% attendance = 20 days off per school year (roughly 1 day off per fortnight)

Where there is a specific medical issue resulting in regular absence, it is important that you let Mrs Clarke or Miss Hatley know as soon as possible.

Where individual attendance falls below 90%, medical documentary evidence must be submitted for EVERY absence or lateness; this can include a copy of the medication/prescription, a stamped appointment card or a letter from a doctor/hospital.

## School Action Against Poor Attendance and Punctuality

Children at Joydens Wood Infants are fully aware of the importance of good attendance and it is celebrated weekly in an assembly and publicised on our website.

There are also termly awards for individuals and whole classes, along with an end of year 'treat' for the class with the highest overall attendance.

Should an individual child's attendance become a cause for concern, these are the steps the school will take:

97% / 5 lates	Letter home from Mrs Clarke
95% / 10 lates	Attendance Support Meeting at school with Mrs Clarke
90% / 15 lates	Attendance Support Meeting at school with Mrs Clarke and Miss Hatley
1st absence / late after Attendance Support Meeting	Referral to Education Welfare Officer
Persistent absence / lateness and failure to work with the school and the Education Welfare Service	Could result in a fine or appearance in court