

## Why Attendance Matters

The Government expects every child to be in school every day unless they are very unwell. Conditions such as headaches, colds, cold sores, athlete's foot, head lice, verrucas and warts **DO NOT** require time off school. If in doubt, please call for advice. A common problem in any school is head lice. If treatment is required please treat and return your child to school.

If your child is not going to be in school it is essential that you contact us on the **first day** of their absence in order to keep us informed of their situation.

### **You can inform us of your child's absence by:**

- Calling the **Junior School** Tel: 02392 583754 or via Parentmail (*Juniors Only*) and **Infant School** Tel: 02392 581208. If there is no answer you can leave an answer message.
- Coming into school and speaking to a member of staff in the office.

Should you require any medical advice please call your GP or the NHS advice line number 111. Useful websites for information and advice are:

[www.southernhealth.nhs.uk/services/childrens-services/school-nursing](http://www.southernhealth.nhs.uk/services/childrens-services/school-nursing)  
[www.nhs.uk/Livewell/Yourchildatschool/Pages/Yourchildatschoolhome.aspx](http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Yourchildatschoolhome.aspx)

We will support you and your child throughout their time with us and ask that you keep us informed of any medical/emotional support that may be required. If you have any issues or would like to speak about your child's attendance, you can speak to a member of staff who will be happy to talk/support you and your child in order to ensure all pupils can access learning.

## Time Keeping

**Juniors:** The children are met on the playground by their teachers and walked in at 8:45am, ready to start their morning tasks. Pupils will be marked late if they arrive after 8:50am.

**Infants:** 8:40am met by teachers and walked into school ready to start their morning task at 8:50am, doors are closed promptly at 8:50am. Pupils arriving after 8:50am will be marked as late.

**\*Late arrivals at both schools must report to the main reception.\***

## Term Dates: 2016-2017

**Autumn Term:** 5 Sept to 16 Dec & **Half term:** 24 Oct to 28 Oct

**Spring Term:** 3 Jan to 7 April & **Half term:** 20 to 24 February

**Summer Term:** 24 April to 25 July & **Half term:** 29 May to 02 June

**Please visit the schools websites for details of Inset days which the Infant and Junior school try to share.**

[www.elsonjunior.co.uk/](http://www.elsonjunior.co.uk/)

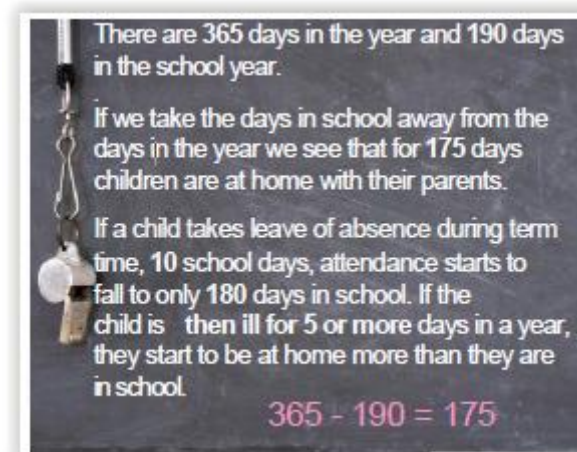
<http://elsoninfantschool.co.uk/>

### **REMEMBER**

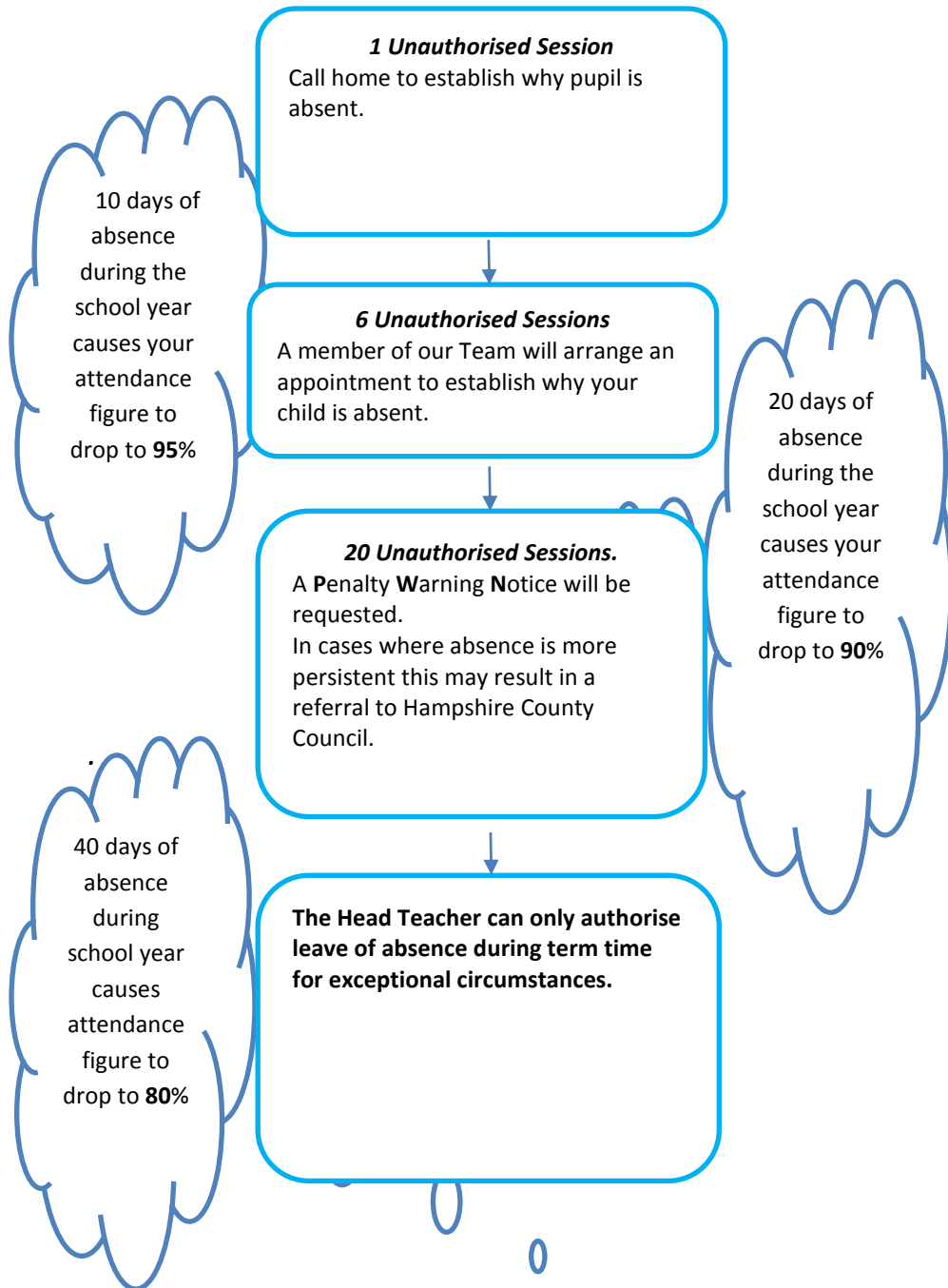
**The Head Teacher CANNOT authorise holidays in term time. The Head Teacher can only authorise absence in term time for EXCEPTIONAL CIRCUMSTANCES.**

**ALL absences from school including medical/dental appointments must be requested in advance using the Application for Approved Special and Exceptional Leave of Absence. Forms are available from the school office. Service Personnel are required to provide a letter from their attached regiment to support any leave of absence request.**

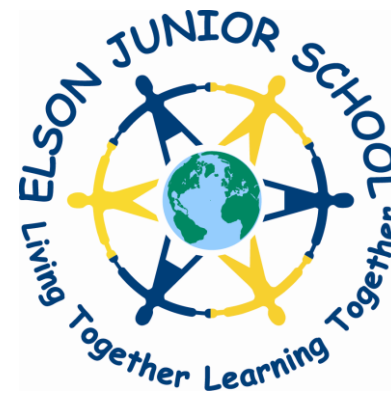
**Parents/carers have a legal duty to make sure that their child attends school regularly and on time. Once registration has closed late arrival at school without permission will be recorded as an unauthorised late.**



## Unauthorised Attendance Process



*'To provide a safe, nurturing and happy environment in which together all can shine.'*



*'Living together learning together.'*

## **Attendance Matters**

*Attending school regularly and arriving on time is key to supporting your child in their learning. This also helps them to establish good habits for life. We thank you for working in partnership with us to provide the best possible educational opportunities for your child.*