

Illness

We understand children get poorly. It's important children don't attend school if they are ill. If your child is sick please let the office know and follow our unplanned absence procedure.

Absence = Lost Learning Opportunities

Good attendance is being in school at least 95% of the time, this is between 180 – 190 days each academic year.

Our whole school attendance target for all pupils is 96%

| Attendance percentage | Days missed over a school year | |
|-----------------------|--------------------------------|--|
| 100% | 0 days | No Concern |
| 95% | 10 days | Anything below 95% is a cause for concern; we will be monitoring your child's attendance closely and discussing this with you. . |
| 90% | 20 days | |
| 85% | 30 days | PERSISTANT ABSENCE A formal approach will be taken. This may include issuing a fine. |
| 80% | 40 days | |

Attendance matters, every day your child spends in school counts

Juniper Hill School

Attendance and Punctuality



Every child has the right to an education

The UN Convention on the Rights of the Child Article 28

Research shows that good school attendance impacts upon children's success in learning.

We aim for ALL pupils to achieve above

95%+ attendance

Kindness Enjoyment Achievement

Attendance Procedures

Unplanned Absence / 1st Day Absence

Please notify the school of the reason for your child's absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling or emailing the school office team 01628 523536 /

office@juniper.school

If we do not receive a response by 10.00am, a member of the school leadership team will call all contact numbers the school holds for the child. If the school is unable to talk to a parent/carer by 10.15am, and we have safeguarding concerns about your child we will visit your child's home. If we cannot locate your child and we are concerned about their safety, we will follow the school's safeguarding procedures.

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as you notify the school in advance of the appointment.

However, we encourage you to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Punctuality

Punctuality is just as important as attendance. School starts at 8.45am. The school gates open at 8.35am. It is important your child arrives at school on time as it supports them to learn good timekeeping, reduces classroom disruption and ensures they don't lose out on any valuable learning time. Children who arrive late are often flustered and take a while to settle to learn. If your child arrives late they must enter the school through the main reception.

Taking a holiday / day off during term-time

Parents and carers have a legal responsibility to ensure their child attends school regularly. We closely monitor ALL children's attendance. Holidays taken during term time WILL NOT be authorised by the school. Children should attend school every day, even if it's their birthday!

If you are taking your child out of school during term time, you will need to inform us in advance, there might be a possibility your request meets exceptional circumstances and we are able to authorise their absence. Finally, please be honest with us if your child is absent. The children are very honest and will tell us and their friends why they have been off.

Monitoring attendance

We monitor attendance and absence data monthly, half-termly, termly and yearly and for some children, we monitor their attendance daily / weekly. This helps us identify whether or not there are particular groups of children / individuals whose absences may be a cause for concern.

We send home attendance sheets to all parents half-termly.

Safeguarding

Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues such as neglect, children sexual and child criminal exploitation. If your child is persistently absent we may need to consider if there are any safeguarding concerns that could explain their absence, if there are, we will follow the school's Child Protection Policy.