

Q: Can I take my child on holiday in term time?

A: There is a common misconception that families are 'allowed' up to ten days holiday during a school year. There is no entitlement to holidays in term time and leave for holidays would only be granted in the most exceptional circumstances.

Taking your child away during the school term is detrimental to educational progress.

Please be aware that if holidays are taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued with out further warning.

For further details please refer to our Attendance Policy.

Q: What do I need to do if I have to take leave in term time?

A: You will need to write a letter to the Headteacher and complete a Leave of Absence Request Form at least 4 weeks before the date of the leave. Please be advised that Wokingham Children's Services and the Department for Education have advised schools to only authorise leave of absence / holidays in exceptional circumstances stated in our Attendance Policy eg: Leave for armed forces personnel, absence for compassionate leave. If leave is approved, your child will be expected to collect and complete all missed work.

Contacting School

If your child is ill, you must let the school know by 9:45am. Our preferred method is that you email us at:

absence@stpauls.wokingham.sch.uk

Please include your child's name & class as well as the reason for their absence.

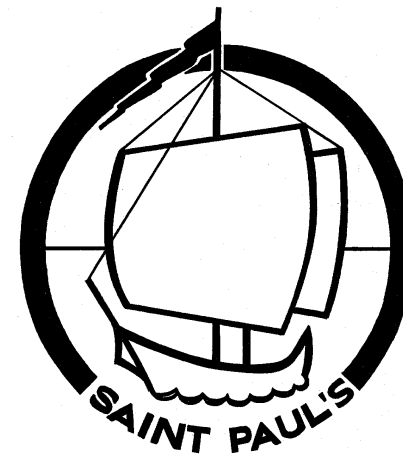
Alternatively you can phone and leave a message on:

0118 9785219

Further Information

A copy of our Attendance Policy can be found in the Information section of our website

www.stpauls.wokingham.sch.uk



**St Paul's C of E
Junior School**

Attendance

Information for Parents

Dear Parents,

As a parent, it is your responsibility to make sure that your child attends school, and this leaflet will hopefully answer any questions you may have. As always, should you have any queries or need advice, please do not hesitate to contact me.

Mrs JM Taylor
Headteacher

Daily Attendance

Q: What time should my child arrive at school?

A: School starts at 8:50am, so children should arrive between 8:40 and 8:50am.

All children should be in their classrooms ready for registration. Children arriving after this time should report to the school office and will need to be signed in.

Meadow Nursery run a Breakfast Club from 7:30am until 8:40am. Please contact Mrs Jackie Watt on 0118 9790284 for further details.

Q: What happens if my child is late?

A: Punctuality is a good habit to develop - lateness is disruptive to the class and may mean that your child misses out on learning.

Arrival after the register has been called but before 9:20am is considered as 'Late but Present'. Arrival after 9:20am is deemed as 'unauthorised' and counts as a half day's absence. In severe weather conditions, exceptions to this ruling apply.

We recognise that sometimes being late is unavoidable and would much rather you arrived late than not at all. If you have overslept or your car does not start, however late, it is still better for your child to come in rather than miss school.

If your child persistently arrives late in school then a Penalty Notice can be issued in accordance with our Attendance Policy.

Q: What is the difference between an 'Authorised' and an 'Unauthorised' absence?

A: Only the school can decide whether an absence is considered authorised or unauthorised .

Some absences are allowed by law. If your child is too ill for school, or has a specialist medical or dental appointment that cannot be arranged out of school hours - these are called 'authorised' absences.

Things that could be done outside of school time - days out, family holidays, birthday treats, routine dental appointments or having a lie-in because of a late night, are all considered 'unauthorised' absences.

Following guidance from the Education Welfare Officer, we are required to monitor attendance, if your child's attendance drops below 90% the school will write to you and may refer you to the Education Welfare Officer.

Q: What if my child is ill?

A: If your child is ill, he / she should stay at home. A child should not be returned until 48 hours after a bout of sickness or diarrhea.

A child who is unwell does not gain anything from being in school and may pass his / her illness to the rest of the class.

Sometimes a child who appears unwell first thing brightens up during the day - if this happens then bring him / her to school as soon as they are feeling better.

If your child is absent, please contact the school before 9:45am.