

If your child is absent from school and the office does not receive a reason why, the Education Welfare Officer may visit your home to establish a reason why

## Attendance & Punctuality

What you need to know!

### School Attendance Panel (SAP) Meetings

97% and above	Academy Target. Keep up the great work!	
91% to 96%	Attendance will be monitored by the School	Attendance Panel.
90% or below	Persistent Absence. Attendance will be monitored and parent/carer will be asked to attend a School Attendance Panel Meeting. Attendance will be monitored regularly and if no significant improvement is made, legal proceedings may follow. Should a parent/carer fail to attend a meeting, the EWO may visit you at home to conduct the meeting.	

**High levels of attendance and punctuality are expected at Skegness Junior Academy**

The school doors are opened at 8:55am and children should be settled in class for a 9.00am start. Any child who arrives after this time will be marked as late in the register and you will be required to sign your child into school giving a reason for their lateness.

Any absences must be reported to the office **before** 8.45am and a valid reason for the absence given. If we do not hear from you, we will try to make contact via telephone or text message. Absences with no valid reason will be marked as unauthorised.

**It is easy to inform the office of an absence!**

You can either visit the office directly or:

Telephone: 01754 879166

Please include your child's name, class and reason for absence in your message. If they require school dinners cancelling please ensure you inform the office.

Every child should achieve a 97% (or above) attendance rate. 6 or more days off in a school year will cause this to fall below 97%!

**What if my child has an on-going medical condition or has a medical appointment?**

If your child suffers from any medical condition which may prevent them from attending school regularly, please inform the school as soon as possible and provide medical evidence. If your child has a medical appointment (doctors/dentist/hospital), a copy of the letter/appointment card **MUST** be shown to the office as evidence, otherwise the absence will be marked as unauthorised. Please be reminded that a full day **should not** be taken off school for an appointment e.g. if the appointment is at 11am, your child should attend for the morning session and then return to school afterwards (unless there are exceptional circumstances that have been agreed prior to the appointment). Parents/carers may be asked to produce medical evidence for periods of illness that last longer than 4 days.

Only genuine illness/reasons will be authorised; e.g. diarrhoea, sickness, high temperature, viral illnesses such as chickenpox, flu, measles etc. If your child has a sickness/diarrhoea bug, it is recommended that they stay at home for 24 hours from the last episode of sickness/diarrhoea. Minor issues such as; tiredness and head-lice will not be authorised. If in doubt, contact the school office. If your child has a cough, cold or is generally feeling unwell—please bring him/her to school.

**Should we have any concerns, we will contact you.**

**Can I take my child on holiday?**

Term time holidays will not be authorised unless it is in exceptional circumstances. **Please note work commitments/off peak times are not considered exceptional circumstances.**

You must complete a leave of absence form (which are available from the office) if you plan on taking your child out of school. Fixed Penalty Notices will be issued (for compulsory school aged children) for unauthorised holidays where the pupil already has low attendance (4.5 unauthorised days off in a 6 week period).

If your child **arrives late 4 or more times in a single term OR if your child's attendance rate is at 90% or below in a single term**, you will be invited into school to attend a SAP meeting with the Principal, Education Welfare Officer, Family Key Worker and School Attendance Officer.