

PARENT RESPONSIBILITY

Parents and carers are expected to:

- Ensure their child attends school regularly and arrives on time.
- Establish routines that support good attendance.
- Inform school promptly if their child is absent.
- Work with the school to address any attendance concerns.
- Request any leave of absence in advance.

SUPPORT FOR FAMILIES

If attendance becomes a concern, our first priority is to work with families to understand what is making attendance difficult and identify appropriate support. This might include:

- Meetings with parents.
- Attendance support plans.
- Pastoral or wellbeing support.
- SEND or medical adjustments.
- Support from external agencies where appropriate.

The school's approach is support before sanction, with legal action considered only when support has been offered and attendance concerns remain unresolved.

OUR POLICY

At Shelton Junior School, we believe that every child should be in school every day unless there is a genuine reason why they cannot attend. Attendance is about far more than following rules. It helps children learn, build friendships, develop confidence and make the most of every opportunity.

We take a supportive approach to attendance. If attendance becomes a concern, we will always seek to understand and remove any barriers affecting a child or family and provide support wherever possible before considering formal action.



ATTENDANCE MATTERS

Year 6 pupils with attendance above 95% were 30% more likely to achieve the expected standard in reading writing and maths.

Missing just 10 days in Year 6 reduced the likelihood of reaching the expected standard by around 25%.

Missing one day every fortnight may not seem much, but it means your child is recorded as **"persistently absent"** and at greater risk of falling behind.

Missing just 1 day can mean missing important learning that will effect the whole of the rest of the week - children need to be in school on time every day.

SCHOOL TIMES

- Gates open at 8:45am
- School day: 9:00am to 3:30pm
- Morning register: 9:00am
- Pupils should arrive ready for registration before 9:00am.

Before-school breakfast club places are available - contact us for more information

Make sure your child arrives on time. Arriving late means children miss valuable learning and important start-of-day routines.



HOLIDAYS AND LEAVE OF ABSENCE

Parents must submit requests for leave of absence in writing, at least three weeks before the proposed absence. The Headteacher will consider each request individually.

When can leave be authorised?

Leave of absence will only be authorised in exceptional circumstances. These are situations that:

- Could not reasonably have been foreseen.
- Require action at a specific time.
- Cannot be arranged during school holidays.
- Make missing school unavoidable.

Holidays during term time

Family holidays taken during term time will not be authorised.

Unauthorised holidays may result in a Penalty Notice (fine) being issued by the Local Authority. Current national rates are:

- £80 per parent if paid within 21 days.
- £160 per parent if paid within 28 days.

REPORTING ABSENCE

If your child is absent due to illness or another unexpected reason, you must inform the school by 8:50am on the first day of absence.

How to report an absence

Contact the school office by:

- Telephone: 01332 701212
- Email: attendance@sheltonj.derby.sch.uk

If we do not hear from you

If no reason for absence has been received by 10:30am, school staff will attempt to contact you. Where an absence remains unexplained, it will be treated as a potential safeguarding concern and may lead to:

- Further contact attempts
- Home visits
- Contact with external agencies where necessary

For extended absences, the school may carry out home visits on Day 3 and Day 5, even when contact has been made, to ensure the child's welfare and support needs are understood.

