

Reporting an absence.

If your child has take time off school for any reason then please contact our school on 0161 770 8321.

If there is no answer then please leave a voicemail message stating your child's name, class and a contact number in case we need to get back in touch with you to discuss the nature of the absence.

Help and support.

If you are struggling getting your child into school then help and support is always available. Contact the school and a meeting will be arranged . We have a fantastic pastoral team that are willing to support you during these difficult situations.



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Alexandra Park Junior School

To learn, be happy, and achieve our best



School Attendance Guide for Parents and Carers

At Alexandra Park Junior School, we take our attendance very seriously. The more your child is attending school, the more progress they will make.



Local Authority



The LA prosecutes parents who do not make sure that their child has regular school attendance. Colleges only accept pupils with an attendance figure of 96% and above.

The Law.

Under the Education Act 2011, it is the duty of the parents and carers who have a child of compulsory school age to ensure that they attend school. As a parent or carer you are legally responsible for making sure that this happens.

Impact of missed days.

Attending school every day = 100% attendance

Attending 4½ days a week = 90% attendance = 4 weeks missed per year

Attending 4 days a week = 80% attendance = more than half a term missed per year.

Attending 3½ days each week = 70% attendance = more than a quarter of the school year missed.

An average attendance of 80% or less across a child's school career adds up to missing a whole 2 years from school.

Being late for school reduces learning time.

If your child is 5 minutes late every day they will miss three days of learning each year.

If your child is 15 minutes late every day they will miss 2 weeks of learning each year.

All of this makes a significant impact in your child learning.

In year 6 this will have a significant impact on your child's **SATs** results. In secondary school 17 days of absences could result in dropping a whole **GCSE!**



Illness and Medical

Illness.

From time to time, absence can not be avoided. We understand that sometimes your child can be unwell. Most illnesses are not serious. If your child has a contagious illness e.g. Norovirus, then they will need to spend time at home to recover.

Most illnesses don't require time off school. These are illnesses such as colds, coughs and sore throats. These are normally viruses that will improve in a matter of days.

Sometimes children just need a little encouragement to get through the day when they are feeling a little ill. We finish school at 3.15pm which allows them enough time to rest at home.

Medical Appointments.

Getting an appointment to see your doctor or dentist can be very difficult, however please do your best to try avoid the appointments to take place during school time. If this is not possible then we do expect pupils to come into school before and after the appointment.



Term-time holidays and extended visits.

In line with the Department for Education rules, our school does not approve any holidays during term time. This includes going overseas to visit family or friends.

If you take your child out of school during the term then they will fall behind on their learning. This makes a big impact on their progress.

If you still decide to take your child on holiday during term time then it is the responsibility of the parent or carer to help them catch-up with all missed school work during this time.

The LA is now also now issuing FINES to families who take their children on holiday during term time.

If payment is made within 21 days of receipt of a Notice the fine is £60 per parent per pupil, rising to £120 if paid after 21 days but before 28 days.

In addition to this, if your child is absent for more than 20 days then the local authority states your child will be removed from school roll.

