

Chaucer Junior School
Cranmer Street
Ilkeston
Derbyshire
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Email: attendance@chaucer-jun.derbyshire.sch.uk
Website: www.chaucerjunior.org.uk

Headteacher: Miss T. Smith

Welcome to Chaucer Junior school.

This letter should provide all the information you need regarding attendance at Chaucer Junior School; however, the fullest information can be found on the school's website or by contacting the school directly.

The school day

The school day is split into two sessions, with two registration marks per day. Years 3 and 4 times are: 8.50am-1:15pm for the morning and 1:15pm-3.20pm for the afternoon. Years 5 and 6 times are: 8.50am-1.30pm for the morning and 1.30pm-3.20pm for the afternoon. Attendance is recorded per session; this means that if your child is unwell in the morning but feels better in the afternoon it is beneficial to bring them into school. Their attendance will be boosted and more importantly, so will their education.

Punctuality

We encourage all children to be at school, in class for 8:50am. This gives your child the best possible start to their day. If your child does arrive late for school after 9am, they will be marked as late (L). We do make a record of the time; this helps us to notice any reoccurring problems and offer support. Registers close at 9.15am, after this your child will be marked as here, but it would be an unauthorised absence (U). If your child has 10 or more lates over the year, it can result in a penalty notice or prosecution being issued.

Illness and medical absence

If your child is ill or has a valid medical reason for not being able to attend school, you **MUST** contact school before 9 am on EVERY day of the absence so we can record the absence reason and progress. You can contact school via phone or email attendance@chaucer-jun.derbyshire.sch.uk. If we have not had any contact from you, we will send a safe and well text, then try calling you. If we still are unable to make contact with you, we might do a safe and well home visit. If we are still unable to make contact, we will consider informing other agencies such as: Police, social care or health visitor.

More than 3 consecutive days' illness without medical evidence will NOT be authorised.

Any absence that we are not provided with a reason for WILL be recorded as unauthorised.

If we have concerns for the safety of a child, doubt an absence is genuine or unexplained absence

is

reoccurring and we have not spoken directly to you, we will visit the home address and contact necessary agencies.

Leave of absence requests during term-time

1. An absence request must be completed and received by school at **least 10 school days** before the first requested day of absence.
 2. Any evidence of extremely, exceptional circumstances should be provided to help the authorising process.
 3. **Penalty notices are issued for unauthorised absence, poor attendance, or reoccurring lateness.**
 4. Penalty notices will be issued even if attendance has previously been good.
 5. For holidays or poor attendance the fine could be £160 per child, per parent or carer.
- Leave of absence requests for family holidays **WILL NOT** be authorised. Penalty notices if unpaid or are repeated can result in legal prosecution.

Attendance and punctuality procedures

We will use this procedure to keep you as informed as possible about attendance queries and punctuality concerns.

Step 1

If your child's attendance drops to between 93-91%, we will contact each parent making you aware of this. If attendance continues to drop and we are concerned, a parental responsibility letter will be issued.

Step 2

If your child's attendance drops further to 90% or below and we are concerned, a meeting will be arranged with both parents. During this meeting, a parent/pupil target agreement will be completed, and a penalty warning notice will be issued to both parents. The penalty warning notice will give a set number of days for attendance to improve within.

Step 3

If your child's attendance does not improve during the monitoring days, a penalty of up to £160 per parent, per child will be issued from the local authority and if repeated can lead to a criminal prosecution.

If attendance does improve, you return to step 1.

Useful facts

Pupils get 10 marks for a week (2 per day).

Any pupils arriving after their expected arrival time 8:50am are considered late.

Pupils not in their classroom by 9am pupils are 'late'. (L)

Any pupils arriving after 9:15am pupils are marked as 'unauthorised absent'. (U)

School can support parents/carers with 'reluctant' pupils.

Breakfast club is open to all pupils (there is a cost) from 8.00am-8:45am every school day.

School has good links with parents and carers who work together to support each other so if you cannot get your child to school contact us and we may be able to arrange some help.

Thank you for taking the time to read this information. Please keep it in a handy place for future reference.

