

Leave In Term Time

The Greenwood Academies Trust policy for granting leave of absence in term time (Commonly known as Holidays in Term Time) is that absences will only be authorised in exceptional circumstances, there is no automatic right to any leave in Term time.



Leave of absence (Holiday) must be requested from and agreed by the principals in advance of any absence. If approved the absence is registered as authorised and if not approved and still taken, as unauthorised. It is recommended that as a general rule any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term.

We look carefully at every child's attendance each term. **This includes Late arrivals.** Any child who has less than 97% is monitored by the Attendance Officer and the principals who may write to you or request a meeting, to discuss support for the child/family.

Failure to improve attendance may result in legal action being taken against you.

If you have any questions or comments about this leaflet please contact our Head Teachers, Mrs Kirchin or Mrs McGeachie or our Attendance Officer, Miss Spence



Studfall Infant Academy

Studfall Infant Academy
Rowlett Road
Corby
NN17 2BP

Attendance Matters

Telephone:
01536 264540

This leaflet is designed to help parents and pupils understand Studfall Infant Academy Attendance Regulations



Arriving at School on Time

Arriving at school on time every day is an important job for parents and children.

Being punctual and ready to work are important life skills that we try to develop in school to equip children for working life.

When your child is late they are rushing and get off to a bad start.

It also disrupts the teacher and the class, who have often started working when children arrive late. Your child could also miss important information or instructions so they may not be so confident during the rest of the day.

What is late?



The doors close at **9:05am**, and we expect children to be in school before these times.

The register is taken electronically.

The playground entrances are open from **7.45am** and the class room doors open at **8.55am** to receive children.



Lessons start at:

AM: 9.05am - 12.00noon

PM: 13.15pm - 3.15pm

Doors close at 9.05am

If your child is not here and ready to work by these times they are classed as late.

Attendance

Good attendance is essential. Your child will not make the progress they are capable of if they are away from school on a regular basis. We aim for 97% attendance over the year for every child — which is also the Government's target for Primary Schools.

If your child loses on average a day a week, they would have an attendance rate of 80%. This would be unacceptable and could result in legal action.

Just a little bit late doesn't seem much, but...

He/She is only missing just...	That equals...	Which is...	Over 13 years of schooling that's...
10 minutes/day	50 minutes/week	Nearly 1.5 weeks/year	Nearly <u>half a year</u>
20 minutes/day	1 hours 40 minutes/week	Over 2.5 weeks/year	Nearly <u>1 year</u>
Half an hour/day	Half a day/week	4 weeks/year	Nearly <u>1 and a half years</u>
1 hour per day	1 day/week	8 weeks/year	Over <u>2 and a half years</u>

You can see why we are trying to improve attendance — we must make sure that your child makes the best progress they possibly can, and they can only do that by being in school!

What should I do if my child needs to be away from school?

If your child is poorly, please telephone the school on the first day of absence, giving the reason for absence, you need to do this for every school day your child misses. If your child's attendance is poor then you may be required to provide proof of illness.

