

# A guide for Parents ATTENDANCE POLICY



## OUR POLICY

We place a high priority on achieving high standards and expect excellent standards of pupil attendance and punctuality. Regular attendance at school is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. A full copy of our Attendance Policy is available on the Academy website.

## LATE PROCEDURES

Children who arrive after 9.00am must visit the Academy office entrance and be signed in by their parent / carer or appropriate adult, providing a reason for their lateness.

Any child arriving after 9.30am will be marked as an unauthorised late which will impact upon a child's attendance percentage. Similarly, children who leave school for any reason during the school day must be signed out at the Academy office by their parent/ carer or appropriate adult, providing a reason to leave early.

## ABSENCE

All pupil absences are required to be verified by parent/ carer. You can report your child's absence by either:

- Leaving a message on our absence line: 01922 476695 (option 1).
- Speaking directly to a member of the office staff.
- Sending an email to [office@stjohnsprimary.academy](mailto:office@stjohnsprimary.academy)

## FAMILY HOLIDAY DURING TERM TIME

We discourage holidays during term time due to the impact they have on pupils' learning. There is a clear link between pupil's attendance and the progress they make and the Headteacher may not grant any leave of absence during term time unless "exceptional circumstances" exist. Therefore in most cases, family holidays taken during term time will be classed as an unauthorised absence. If you are intending on taking your child on holiday we ask that you complete a '**holiday request form**' via our website. Alternatively, a paper copy can be collected from the Academy office.

**A copy of this guide can be found on our website at:**

**[stjohns-eagle.com](http://stjohns-eagle.com)**

**If you have any questions relating to attendance or would like further support please contact the office on:**

**t: 01922 476695**



**St Johns Primary Academy is part of Future Generation Trust**

Hobnock Road, Essington, Wolverhampton, WV11 2RF

Headteacher: Mrs J McMullan

01922 476695

[www.stjohns-eagle.com](http://www.stjohns-eagle.com)

[office@stjohnsprimary.academy](mailto:office@stjohnsprimary.academy)