

## Holidays during term time and visits overseas

You are strongly urged to avoid booking a holiday during term time. Parents no longer have any right or entitlement to take their child out of school for a term time holiday. Holidays in term time will not be authorised unless the circumstances are exceptional.

### TERM DATES 2016—2017

#### AUTUMN TERM 2016

##### **TERM STARTS MONDAY 5TH SEPTEMBER 2016**

Half term 24th October – 28th October 2016  
Professional Day 1st and 2nd September 2016

##### **TERM ENDS TUESDAY 20TH DECEMBER 2016**

#### SPRING TERM 2017

##### **TERM STARTS THURSDAY 5TH JANUARY 2017**

Half term 13th—17th February 2017  
Professional Day 4th January 2017

##### **TERM ENDS FRIDAY 31ST MARCH 2017**

#### SUMMER TERM 2017

##### **TERM STARTS WEDNESDAY 19TH APRIL 2017**

May Day Monday 1st May 2017  
Half term 29th May – 2nd June 2017  
Professional Days 18th April and 5th June 2017

##### **TERM ENDS FRIDAY 21ST JULY 2017**

The full Attendance policy is  
available from the school office and on our school

Website—[www.stjohnsps.co.uk](http://www.stjohnsps.co.uk)



# Expect the Best

## St John's CE Primary School

### Attendance Policy Information for Parents



## Monitoring

The Assistant Headteacher and the Education Welfare Officer review attendance regularly so that children whose attendance is below the expected level are identified. The parents/ carers of these identified children will be contacted by the school or Education Welfare Officer.

### What are exceptional circumstances?

Examples include:

A parent, grandparent or other close relative terminally ill and the holiday proposed is likely to be the last such holiday

There has recently been a death or significant trauma in the family and it is felt that an immediate holiday might help the child concerned to deal with the situation

The absence is a unique, one-off, never to be repeated occasion that can only take place at the time requested

The fact that a holiday is cheaper in term time and this is the only time a family can afford to go away does **not** constitute exceptional circumstances.

Parents should make any request for a holiday by completing a Absence Request Form that is available from the school offices

### Arriving on time – why is this important?

It is a good habit to get into

Children start the day together as a class

Everyone needs to be there for the start of the first lesson

Children who arrive late miss out on the first part of the lesson – this hampers their learning.

#### The school day starts at 9:00 am

Children can enter the school building from 8:50am where their class teachers will meet them in their classrooms.

If your child is late please accompany them to the school office so that you can complete the late book. Lateness will be monitored by the Assistant Headteacher and Education Welfare Officer. Arriving on time is important, however, never stay away because you are late – it is always better to come to school.

## Regular Attendance

Attending school regularly and punctually is essential if your child is to make the most of educational opportunities available to him or her. The law says that parents must ensure that their child attends school regularly.

At St John's CE Primary School, children are rewarded in a variety of ways for good attendance at school as we feel it is an extremely important part of their school life.

### What to do if your child is ill

On the first day of absence, parents/carers must make contact with the school to explain the absence. We can then code the absence as 'authorised' in the register and we know that your child is safe at home with you. The school expects to be kept informed of a child's progress if the absence lasts longer than 3 days. A doctor's certificate may be requested for an absence of 5 days or more.

Telephone the school office – 01480 375026

Call in and tell a member of the office staff

Email us at [office@st-johns-pri.cambs.sch.uk](mailto:office@st-johns-pri.cambs.sch.uk)

## Absence

There are two types of absence – **Authorised and Unauthorised**

### Authorised

Most absence for acceptable reasons will be authorised by the school.

For example: Illness, Medical or dental appointments (please try where possible to arrange these outside the school day), Days of religious observance, Exceptional family circumstances such as a death in the family.

### Unauthorised Absence

The school will not authorise absence for:

shopping during school hours, birthdays, holidays which have not been agreed, looking after brothers or sisters

If you do not let us know why your child is not at school the absence will be unauthorised so PLEASE REMEMBER TO ALWAYS CONTACT US TO TELL US WHY YOUR CHILD CANNOT ATTEND SCHOOL.