

# Merton Junior School

Headteacher: Mrs K. Reading B.Ed (Hons)

Romsey Close,  
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Basingstoke,  
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*'Be wise, together we succeed'*

May 2021

## **Attendance, Appointments and Absence**

Dear Parents / Guardians,

We would like all children to have a positive experience of school life and to be able to reach their full potential. One way in which parents and guardians can work with us to help their child/ren do this is by ensuring that they attend school every day.

As the parent / guardian you are responsible for ensuring that, once your child is registered at a school, that they attend regularly and punctually. We understand that it can be a struggle to get children out of the door and into school on time. We are here to help. If you are struggling with the morning routine, then please speak to us. Be organised, have a plan, be consistent and involve your child.

We have new electronic registers here at Merton Junior School, which means that they are taken at 9am and if a child arrives after this time they will be marked as 'late'. You will receive notification of the 'late' mark by email or text. Continuous late arrival will result in your child's attendance being monitored, as per our Attendance Policy.

One reason that we are given by parents/guardians for a child often being off of school is because they have had a disturbed night's sleep. We do not feel that this necessarily means that they require a whole day off of school. The impact of this lost learning could be extensive. Please consider whether you can send them in. You may need to let them sleep in, however, they could arrive later in the morning or ready for the afternoon session. Please make sure that you communicate with the school so that we know what is happening.

Most childhood illnesses which prevent school attendance will be classed as an 'authorised absence', however, if your child has a cold, hayfever, tummy ache, or other mild illness then they can come into school, and we will happily administer medicine if your child requires it. You will need to supply age-appropriate medicine and complete a form at the office. For further advice as to whether you should send your child into school please visit:

<https://what0-18.nhs.uk/parents/carers>. *Currently, we still have to follow Covid-19 guidelines with reference to coughs, high temperature and loss or change in sense of smell and/or taste. If you have any questions regarding this, please contact the office or consult 111/119.*

We are finding that dental and optician appointments are often made during the school day. Please ask the dentist or optician if these can be made later in the day, after school or even during the school holidays so that your child/ren does not miss out on any

learning. We understand that doctor and hospital appointments are not easily changed. If your child has any medical appointment during the school day, we ask that you please provide evidence so that we can authorise the absence – this could be in the form of a confirmation text or appointment card, for example.

As a parent you may think you can give your child permission to be at home, you cannot. The only person who can give permission for a child to be absent from school is the Head teacher. We follow the 'Hampshire Code of Conduct' which means that once a certain threshold has been met following unauthorised absence from school, a Penalty Notice will be issued or a referral to the Attendance Legal Panel would be made. We would much rather not have to issue Penalty Notices in any circumstance so your continued support is very much appreciated.

Please talk to us if you are having difficulty in getting your child to school. We will do our best to assist you in any way we can. If you have any questions regarding your child's attendance please do not hesitate to contact the office via telephone or email.

Yours sincerely

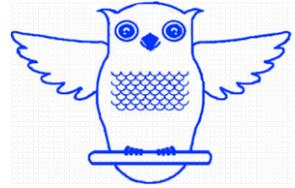


**Mrs K Reading**  
Head teacher

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