

This is a summary of key points of our St John's attendance policy

Our aim is for each child to attend school every day and on time but inevitably there are times when this may not be possible

What to do if...

Absence

What to do if your child is unable to come to school

- You must contact the school
- Ideally phone the office: 01373 462251.
- Phoning between 8:15 and 8:45 am is best.
- Give the reason and some idea of how long your child is likely to be absent.
- You may choose to email us on office@st-johnsfirst.somerset.gov.uk: we prefer it if you phone.
- If the reason is because of a genuine crisis, eg a sudden bereavement, you will find staff are most sympathetic.
- If you don't contact us, we will contact you!

- If the absence is ongoing through illness, continue to phone in the mornings and you will be advised how frequently you need to call.
- For long term absence through illness, some medical evidence will be requested.

In the case of a planned absence you need to contact the school office for advice and need to either write to the Headteacher or, **if the request is for longer than five school days**, complete a term time leave form: these forms are available from the office.

The school does not sanction term-time leave unless in the most exceptional of circumstances

Lateness

What to do if your child is late for school

- Don't panic! It could be this will be the one and only time.
- Getting your child to school late but safely is more important than rushing and putting your child's safety at risk.
- If you are going to be more than 15 minutes late, you should phone school and explain the problem.

When you arrive:

- Bring your child into reception through the main entrance: do not let them walk in without an adult and do not use any other entrance.
- You will be asked to sign your child in.
- You will need to give a reason for lateness.
- Your child will then be able to join the class.

Most children attend very well and on time. Where there is a persistent problem, the school will contact the parents in line with our policy.

Leaving early

If your child needs to leave school early for whatever reason, contact the school office either by phone or email or by calling in at reception.

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