

## Illness

Parents must notify the school by telephone each day by 9:30am if a child will be absent from school due to illness.

Medical evidence of illness may be requested for children that are absent for more than 3 successive days.

Medicine can be given to children at school as required, upon receipt of a signed form of consent, which is available from the school office.

**We would encourage parents to consider carefully if their child is actually well enough to attend school with medication.**

We expect ALL appointments, with the exception of hospital appointments, to be made outside of normal school hours.

A COPY OF THE FULL ATTENDANCE POLICY FOR THE JEFFERYS EDUCATION PARTNERSHIP IS AVAILABLE FROM SCHOOL OR ON THE WEBSITE

Hollybrook Junior  
School

Attendance Officer:  
Catherine Smith

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Seagarth Lane  
Southampton  
Hampshire  
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A Guide to Attendance



Hollybrook Junior School

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SCHOOL ATTENDANCE MATTERS

Hollybrook Junior School



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A Guide to  
Attendance at School



## Attendance

**What does absence equate to in terms of pupils and their learning?**

99.5% attendance = a pupil has 1 day off per whole school year

97.0% attendance = a pupil has 6 days off per whole school year

94.7% attendance = a pupil has 2 weeks off per whole school year

90% attendance = a pupil is classed as a Persistent Absentee and will lose 4 whole weeks of school

85% attendance = a pupil will lose nearly 6 weeks of school time, which equates to a whole half term

## The School Day

The school door opens at **8:40am**.

Children must be in class and ready to start lessons by 8:50am. After this time, all children must enter via the office and be signed in by a parent or carer.

The first lessons of the day are numeracy and phonics, as this is when the children learn best.

Children arriving after 9:20am will be marked as unauthorised absence for the whole morning session.

**All children are expected to attend school EVERY-DAY throughout the academic year.**

**The school's attendance target is 97%. This equates to each child missing only 6 days of school per year.**

## Celebrating Attendance

We reward good attendance with termly certificates and celebration assemblies.

Gold - 100%

Silver - 98.5% - 99.9%

Bronze - 97% - 98.4%

## Leave of Absence Requests

Parents have a legal duty to ensure regular and punctual attendance by their child at school.

**Holidays should be taken during the school holiday period and there is no entitlement for any family holidays or leave of absence during term time. Requests for holiday will only be considered in exceptional circumstances.**

Applications must be made at least 4 weeks in advance using the application for leave form available from the school office.

The Head Teacher will consider each request on its merits **but will usually only be agreed in exceptional circumstances.**

No authorised absence will be given during KS1/KS2 SAT's periods, this will include all siblings in the family. Schools within Jefferys Education Partnership will liaise with each other regarding this.

## Fixed Penalty Notices

Fixed Penalty Notices were introduced by Southampton Local Authority in September 2005 as an alternative to prosecution.

All students who have 10 sessions (ie. 5 days) of unauthorised absence may be liable to receive a fixed penalty notice which incurs a monetary penalty per parent per child.