



Medical/Dentist Appointments We politely request that you book your child's doctors/dentist/opticians appointments and music/dance exams for after the end of the school day or in the school holidays. Appointments during the day cause much disruption and impact hugely on your child's learning.

For any absence other than sickness (including medical appointments, exams, school visits etc) you will need to complete a "Leave of Absence" request form in advance requesting the time off. (This is available to download from the School's website via home>school info>forms or from the reception.) Please be aware that holidays will not be authorised except in exceptional circumstances as stated in the Attendance Policy. In accordance with other local schools fixed penalty notices may be issued for unauthorised absences.

The School Day

Pupils are allowed into the school building from 8.35am. Registration is at 8.45am. Pupils arriving after 8.45am are to report to reception first. Don't forget we also offer our before school club, Early Risers, from 8am. Please make your bookings on WisePay.



We understand and appreciate that children can become ill and that it is not easy to decide whether to send them into school or keep them at home, so to help you decide we have devised a useful guide:

COME TO SCHOOL

Cough, Cold, Sore Throat,
Feeling Tired.

We will always contact you if your child is ill during the day.

SEEK ADVICE

Rashes—this can be a sign of a serious illness. Check with GP if unsure.

Headache, Feeling Sick, Tummy Ache.

Children often feel unwell if they are feeling anxious and very often feel better once in school. If in doubt please send them into school. We will always contact you if your child does not improve.

STAY AT HOME

Sickness and Diarrhoea—48 hours must have elapsed before returning to school from the last episode.
Fever/High Temperature - over 38° - and paracetamol has not brought the temperature down.

If in doubt please view the NHS website for guidelines: www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/

If your child is too ill to attend school please contact the school by 9.30am with details of your child's illness/symptoms.

Ravenscote Junior School Attendance Information for Parents

Please support us in providing the very best education for your children by ensuring that your child attends school every day.

It has been proven that attainment can be closely linked to attendance and with this in mind the government's target is 100% Please help us to achieve this.

Our overall attendance is excellent and we need to maintain this. If your child has an attendance lower than 85% in a school year this means they have missed 30 days of school—this has a huge impact on a child's learning and self esteem. 30 days is the equivalent of a half term! 75% attendance each year throughout junior school means a whole year's education lost!

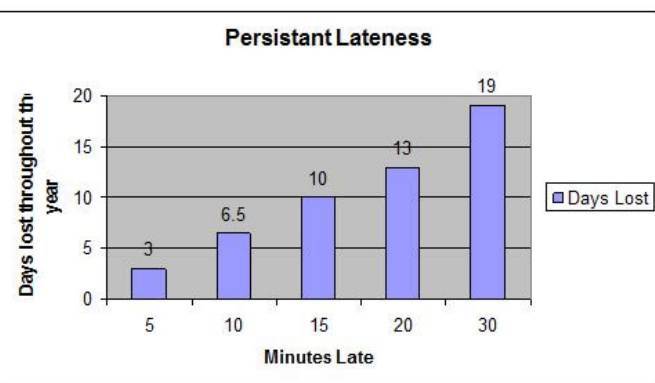
It is not in your child's best interest to miss any schooling. Children attend school for 190 days a year, leaving 175 days for holidays, appointments, music exams, long weekends away etc.

Lateness

Please make sure that your child arrives at school on time.

Lateness is unsettling not only for your child but it is also disruptive for the other children and staff who have already begun the school day. When a child arrives late time is wasted, class concentration is disturbed, and the teacher has to repeat information and instructions. Learning starts promptly at 8.45am.

5 minutes late each day adds up to 3 days of learning lost, 30 minutes late adds up to 19 days of learning lost.



Penalty Notice

In the event of any absence taken during term time without the agreement of the school, a penalty notice may be issued. In such cases the Head Teacher/Governing Body will request that the Local Authority issue a penalty notice. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised. Each parent is liable to receive a Penalty Notice for each child. Days do NOT have to be consecutive. If holidays are taken at different times throughout the school year, over a rolling 12 week period and the number of days off total 5 days or more, a penalty notice may be issued. The amount payable on issue of a Penalty Notice is £60 per parent, per child, if paid within 21 days of receipt of the Notice, rising to £120 per parent, per child, if paid within 28 days. If the Penalty Notice is not paid, the Local authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Please read school's the Attendance Policy, which can be found on our website.



Great Attendance

100% - 190 days in school

Good Attendance

95% - 180 days of education

Area of Concern

90% - 171 days of education

85% - 1/2 term missed

Poor Attendance

80% - 38 days of absence

75% or less - 47 days or more absence

What happens next? Attendance is monitored throughout the year. Any pupil with attendance of 90% or under maybe referred to the Education Welfare Officer at Surrey County Council.

Ravenscote Contact Information

School telephone number: 01276 709007

Email: info@ravenscote.surrey.sch.uk