

24.5.2018

Dear Parents,

As you are aware, in line with all local schools, we have very high expectations of children's attendance at Saltersgate Junior School. We strive for 100% attendance and expect no less than 97%. Even at 96% attendance, a child will have been absent for 7 days over a school year!

Please be aware of our attendance procedures at Saltersgate Junior School, which is the same as all schools within the Ridgewood Pyramid.

- If your child feels ill in the morning please provide them with appropriate pain relief/medication and send them to school. Any prescribed medication should be handed in at our main reception. A member of staff will administer the medication in line with our **Medicines in School policy**. Parents have permission to visit school throughout the school day to administer non-prescribed medicines to their children.
- If your child is too ill to be in school then we ask that you notify a member of our admin team by phone call. Please advise them the reason for absence and the expected date of return. **This phone call should be made by 9am.**
- On occasions throughout the week, senior leaders may visit any child who is absent from school.
- If your child is absent from school for 5 days or longer please provide medical evidence, i.e. an appointment card, indicating the reason for absence.
- Please arrange all appointments outside the school day wherever possible. If the appointment is unavoidable, we expect your child to attend before and after the appointment. **A full day's absence will not be authorised for a medical appointment.**

We no longer authorise any holiday during school time and a fixed penalty fine of £60.00 will be issued by the Local Authority to each parent/carer if this is not adhered to. Please note that the Doncaster Local Authority attendance guidance defines a parent/carer as:

- All natural parents, whether they are married or not;
- Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
- Any person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after a child, irrespective of their relationship with the child;

- Any person who has care of a child or young person i.e. lives with and looks after the child.

An Exceptional Circumstances Form is available from our reception. If you do not notify us but we have evidence that your child has been on holiday a fixed penalty fine may still be issued.

Saltersgate Junior School shares the Government's determination to raise the levels of pupil attendance at school because we want to provide the best possible outcomes for all our children. If you are experiencing any difficulty with your child's attendance please contact us immediately.

Thank you for your continued support.

M E Oxen



RIDGEWOOD  
SCHOOL