



Jordans School

Every Lesson Counts

A guide to school attendance, produced in association with
Buckinghamshire County Council

The First Day Call System

The school operates a first-day call system to report absences. Please help us to make it a success by:

- Informing the school in advance of any medical/dental appointments
- Phoning the school by 9am on each day of absence, to let us know that your child will not be in school that day and the reason for absence.

The school will:

- Phone parents who have not reported an absence before 9.30am to check the child is safely at home.

Contact Details

Jordans School, Puers Lane,
Jordans, Beaconsfield,
HP9 2TE
01494 874217

office@jordans.bucks.sch.uk

www.jordans.bucks.sch.uk

Headteacher: Mrs H Swain

Every child has the right to receive full time education

Children can only make the most of educational opportunities if they attend regularly and on time.

Lost lessons will never be found.

95% attendance or below is a cause for concern.

It is not a parental right to take a child out of school for a holiday; parents must request authorisation. Only exceptional circumstances will allow a holiday to be authorised. Holidays in term time are generally not authorised.

What does the school do?

Provides 190 days (320 sessions) of planned curriculum delivery—not a day should be missed.

Listens and supports

Reports levels of school attendance to:
The Local Authority, The Dept of Education and Ofsted

Monitors attendance

Reports a child's attendance, at least annually, to
parents

Informs parents of their child's unacceptable absence
and liaises with parents to discuss the issue

Most common acceptable reasons for absence

- ✓ Illness of a child (not the parent)
- ✓ An emergency medical or dental appointment that has not be possible in out of school hours
- ✓ A religious event

Anyone wishing to take their child out of school on compassionate grounds should write to the school, requesting permission and explaining the situation.

Parental Responsibility

Education Act 1996, Part V1, Chapter 11, Section 444

If a child of compulsory school age who is a registered pupil at the school fails to regularly attend the school, his/her parent is guilty of an offence.

In a few cases where a child persistently misses school and parents are aware of the situation but have been unable to provide a reasonable explanation to the school for the absence, the parents may be prosecuted in the Magistrates Court.

What if??

Your child misses 10 days of school (20 sessions)

They already have a 95% attendance

Your child misses 20 days of school (40 sessions)

That's only 89% attendance—the equivalent of half a day off per week for a whole year

Your child misses 38 days of school (76 sessions)

That's 80% attendance—the equivalent of a day of a week for a whole year

What if your child is late?

- ◇ They might feel self-conscious
- ◇ They miss the beginning of the lesson which contains the introduction to the work from the teacher
- ◇ They will be "catching up" for the rest of the lesson
- ◇ They miss the social part at the beginning of the day
- ◇ They may be reluctant or refuse to enter the classroom
- ◇ They will cause disruption for all the other class members

What can you do to help?

- ◆ Report the absence of your child as early as possible on the first day of absence.
- ◆ Ensure that your child is in school for registration—don't let him/her miss out on the first part of the day.
- ◆ Arrange a meeting after school if you need to speak to the class teacher.
- ◆ Do not take holidays during term time.
- ◆ Understand that the beginnings and ends of terms are as important as any other time in school.
- ◆ Do not allow your child time away from school unless it is absolutely necessary.
- ◆ Encourage a pattern of punctuality and good attendance with your child—let him/her see it matters.
- ◆ When one of your children is off school make sure that you get the others into school—ask a friend to take them in and check to ensure arrival at school.
- ◆ Take notice of how much time your child has been away from school.
- ◆ Let us know if you are about to leave the area, change your address or any of your contact numbers. Ensure that we always have up-to-date contact information.