

## **Attendance Absence Information**

Parents and carers have a legal duty to ensure that their child is educated and attends school each day on time. In the event of absence parents and carers should contact the school by 9.00am on each day of absence providing a reason why the child is unable to attend school. Please contact the school by using one of the following absence services.

- Absence phone line: 0121 378 6575
- Email: [attendance@jws.bham.sch.uk](mailto:attendance@jws.bham.sch.uk)
- Text: 07847189892

The school operates an automated text messaging system called Parentpay. If your child is not in school and we have no reason for absence then you will receive the following message. "Your child did not register at school this morning. Please reply with a reason".

In the event that a child is late after 9.30am parents and carers are required to provide a reason for lateness. Where possible, parents are required to arrange appointments out of school hours, e.g. dentist, doctors. If this is not possible, parents should notify the school via the above absence contact services prior to the appointment and also provide a copy of the appointment card or letter.

The school operates the **Spotlight on Attendance Program**. The law requires parents to make sure their children receive full-time education suitable to their needs. As a last resort, schools and the Education Authority (EA) have legal powers to deal with poor attendance. The Education Act 1996 Section 444 (1) states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the parent is guilty of an offence". If parents or carers fail to provide a reason for why their child is not in school this will be recorded as an "unauthorised absence" which may lead to a penalty notice and fine.

Last year **six** parents were taken to court and were fined up to **£609 each**.

**Holidays in Term Time** The Headteacher is unable to grant leave in term time unless there are exceptional circumstances. Information regarding this can be found on the school website. Requests for Leave of Absence (L.O.A.) should be made by completing a L.O.A. request form. This should be returned to school via pupil reception.

For more information please refer to: <https://www.gov.uk/school-attendance-absence>

I am sure that you will want to support the school in insisting on only the highest standards of attendance and punctuality.

Mrs D Reynolds

Attendance Officer