



# Knights Enham Junior School

King Arthurs Way, Andover, SP10 4BS

**T:** 01264 394777

**E:** adminoffice@knightsenham-jun.hants.sch.uk

**W:** www.kejs.org

**Headteacher: Mr D Whitehouse BA(Hons)**

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## Important attendance information

Dear parents/carers,

We have recently updated our Attendance Policy, which can be accessed via our school website <https://knights-enham-js.secure-primariesite.net/policies/>

I am writing to you to ensure you are fully aware of the updates and the importance of attendance as well as your requirements as a parent/carer.

At Knights Enham Junior School, we are committed to promoting good attendance which is essential for pupils to achieve their potential. Lack of attendance is directly correlated to a pupil's deteriorating success and development in their education.

We know that as parents and carers you want the best for your child, and this is why it is imperative all pupils at Knights Enham Junior School adhere to our Attendance Policy.

As a parent or carer, you have a legal requirement to ensure your child attends school on a regular basis. Therefore, you hold the responsibility to promote good attendance.

We do understand there are times when children will need to be absent from school for a number of reasons, for example for sickness or ill health.

If your child is absent, you are required to contact the school by 9:30am on the first day of absence. Any parent or carer who has not reported their child as absent will be contacted by the school by phone or email. Failure to follow this procedure may result in the child receiving an unauthorised absence and could lead to us informing the Educational Welfare Officer for the Local Authority.

The DfE has made it clear that headteachers are not to authorise absence for any holidays during term time, except under exceptional circumstances.

We will not, therefore, grant authorisation for absence in the following instances:

- Day trips and holidays in term time.
- Leaving school unnecessarily during the school day.
- Not attending school for an unnecessary reason such as shopping or birthdays.
- Absences which have not been properly explained or have failed to follow the absence procedure
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's authorised absence record is already above 10 percent for any reason.

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### At Knights Enham Junior School we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**





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Teachers will also be receiving training and will be encouraged to identify and report any potentially at risk pupils, should they notice any of the stated unauthorised absences as common occurrences, including lateness.

As stated within our policy, if parents/carers take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty notice. Please note that penalty notices are issued per parent per child. They are £65 if paid within 21 days rising to £120 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000.

I urge you to read our Attendance Policy which can be accessed via our school website. Similarly, a hard copy of our Attendance Policy is available in our school office. If you have any questions or concerns, please don't hesitate to get in touch with our Attendance Officer Daniel Whitehouse via the school office.

Kind regards,  
Daniel Whitehouse  
Headteacher

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