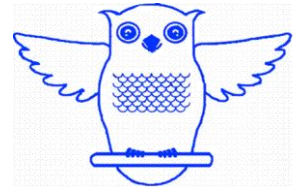


# Merton Junior School

Headteacher: Mrs K. Reading B.Ed (Hons)

Romsey Close,  
Popley Way  
Basingstoke,  
RG24 9HB  
Tel: 01256 326573  
Email: [admin.office@merton-jun.hants.sch.uk](mailto:admin.office@merton-jun.hants.sch.uk)



*'Be wise, together we succeed'*

October 2021

## **Attendance, Appointments and Absence**

Dear Parents / Guardians,

We would like all children to have a positive experience of school life and to be able to reach their full potential. One way in which parents and guardians can work with us to help their child/ren do this is by ensuring that they attend school every day.

As the parent / guardian you are responsible for ensuring that, once your child is registered at a school, that they attend regularly and punctually. We understand that it can be a struggle to get children out of the door and into school on time. We are here to help. If you are struggling with the morning routine, then please speak to us. Be organised, have a plan, be consistent and involve your child.

Doors are open at 8.45 am so children can be settled and ready for registration at 9am. If a child arrives after this time they will be marked as 'late'. You will receive notification of the 'late' mark by email or text. Continuous late arrival will result in your child's attendance being monitored, as per our Attendance Policy.

Most childhood illnesses which prevent school attendance will be classed as an 'authorised absence', however, if your child has a cold, hayfever, tummy ache, or other mild illness then they can come into school, and we will happily administer medicine if your child requires it. You will need to supply age-appropriate medicine and complete a form at the office. For further advice as to whether you should send your child into school please visit:

<https://what0-18.nhs.uk/parents/carers>. *Currently, we still have to follow Covid-19 guidelines with reference to coughs, high temperature and loss or change in sense of smell and/or taste. However, under the new guidelines your child does not have to isolate if they have been in close contact with a person who has tested positive for Covid. Each family situation is different and if you have any questions regarding this, please contact the office or consult 111/119.*

We are finding that dental and optician appointments are often made during the school day. Please ask the dentist or optician if these can be made later in the day, after school or even during the school holidays so that your child/ren does not miss out on any learning. We understand that doctor and hospital appointments are not easily changed. If your child has any medical appointment during the school day, we ask that you please provide evidence so that we can authorise the absence – this could be in the form of a confirmation text or appointment card, for example.

As a parent you may think you can give your child permission to be at home, you cannot. The only person who can give permission for a child to be absent from school is the Head teacher. We follow the 'Hampshire Code of Conduct' which means that once a certain threshold has been met following unauthorised absence from school, a Penalty Notice will be issued or a referral to the Attendance Legal Panel would be made. We would much rather not have to issue Penalty Notices in any circumstance so your continued support is very much appreciated.

Family holidays during school term time will disrupt your child's learning and are only authorised in exceptional circumstances. If you need to request a leave of absence for your child please obtain a form from the school office, complete and return it before your holiday. Holidays are more than likely to be marked as an unauthorised absence and may be subject to a Penalty Notice being issued to you.

Please talk to us if you are having difficulty in getting your child to school. We will do our best to assist you in any way we can. If you have any questions regarding your child's attendance please do not hesitate to contact the office via telephone or email.

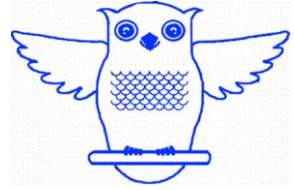
Yours sincerely

**Mrs S McGillivray**  
Acting Head teacher

# Merton Junior School

Headteacher: Mrs K. Reading B.Ed (Hons)

Romsey Close,  
Popley Way  
Basingstoke,  
RG24 9HB  
Tel: 01256 326573  
Email: [admin.office@merton-jun.hants.sch.uk](mailto:admin.office@merton-jun.hants.sch.uk)



*'Be wise, together we succeed'*