



THE MINSTER JUNIOR SCHOOL

*'Let us be concerned for one another, to help one another to show love and do good'.
Hebrews 10:24*

Head Teacher: Hannah Farhan

Co -Chairs of Governors: Rev Alan Bayes and Sharon Odumosu

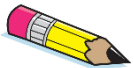
Attendance

Our school gates open at **8.35am**. Children need to be in class and ready to learn by **8.50am** each day, when the register is called.

If you arrive after the gates have closed, please bring your child to the school office and sign them in on our sign in system.

To report your child's absence from school, please call the School Office on **0208 688 5844** or email attendance@theminsterjuniorscroydon.co.uk

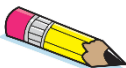
What Can You Do to Improve Your Child's Attendance and Punctuality?



Schedule all non-urgent medical appointments (i.e. GP and dental) out of school hours and during school holidays



Set a consistent, regular bed time and morning routine



Prepare clothes and pack school bags the night before



Don't let your child stay home unless s/he is too unwell to attend school. If you are unsure of the recommended period for children to be kept away from school for an illness, please call the school office on 020 8 688 5844



If your child seems anxious about attending school, talk to their class teacher or a member of the Leadership Team for advice and support about how to make your child feel comfortable and excited about learning



Develop 'back-up plans' for getting to school in case of an emergency in the morning. Call on a family member, a neighbour or another parent/ carer



Ensure that your child has a good breakfast to set them up for the day ahead.

How does absence affect attendance?

Days Absent	Weeks Absent	% Attendance
5	1 week	97.5%
10	2 weeks	94.5%
15	3 weeks	92.5%

How does punctuality affect attendance?

Minutes late each day	School Days Lost Over Academic Year
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Leave of Absence Requests

There is no automatic entitlement for any child to be granted leave of absence from school for the purpose of a family holiday. It is not acceptable to take your child out of school, during term-time, for family holidays as they interrupt a child's learning. We place a high priority on children acquiring a sense of commitment towards regular attendance at school.

We understand that during the Covid-19 pandemic, travel restrictions may have caused families plans to travel abroad to visit family to be delayed or cancelled.

The **Education Regulations 2013** make clear that Headteachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. Please book holidays and visits abroad to visit family during the school holidays. Please be aware that requests for leave to visit family abroad during term-time will not be authorised.



Welcome from the Education Welfare Officer

My name is Simon Dilley and I am the Education Welfare Officer for The Minster Junior School. I visit the school regularly and I am here to support and meet with you if you are experiencing any problems with getting your child to school.

School is the best place for children to be.

With the easing of COVID-19 restrictions, children and young people are now able to enjoy more freedom in their education. Being at school keeps children's education on track, so they can achieve their full potential, while also benefitting their mental and physical health and wellbeing.

Regular attendance and punctuality are a key factor towards your child's achievement at school. I regularly monitor both attendance and punctuality for the whole school and invite parents in to discuss circumstances with me if attendance or punctuality is giving cause for concern.

