

## ATTENDANCE

It is important and a legal requirement that your child attends school every day and is punctual. School begins at 8.55am and teachers will lock their doors at 9.00 a.m. when registration takes place. Children arriving after that must enter through the front entrance of the school and report to the office where they will be asked the reason for lateness. The class registers will be updated by the office with the child marked in as 'late'.

## ABSENCES AND LATENESS

If your child is away from school for any length of time, phone the school on the first day, but we will also need to receive a letter explaining the reason for absence. Lateness and absences are noted and each child's attendance is checked weekly by the Family Support Worker (FSW). The FSW will visit parents where there are continuous absences and persistent lateness. Persistent absence can result in legal action against the parent.

The school must be advised of any medical appointments that affect your child's attendance.

Absences are classified as **authorised** (e.g. illness covered by a letter, medical appointments, wedding—2 days maximum, death in the family) or **unauthorised** (shopping, visiting family or friends, visitors at home, waiting in for a service or delivery, looking after family members, parent ill, getting up late).

## HOLIDAYS DURING TERM TIME

Holidays during term time are discouraged and only granted in exceptional circumstances. The school may grant holiday leave but it is not required to do so. Apart from exceptional circumstances children will not be granted more than 10 school days leave in any school year for a family holiday. Holiday forms to apply for this leave of absence are available in the office. Extended holidays must be applied for by letter to the Headteacher in advance and approved BEFORE travel arrangements are put into place. Extended holidays are detrimental to the child's progress in school and may result in the loss of the child's school place.

No holidays are approved for Year 2 and Year 6 pupils.

If your child is out of school for longer than the 10 school days granted by the Headteacher, the school is entitled to give your child's school place to another child.

## ILLNESS OR ACCIDENT

If your child is ill and misses school, a written note is required on your child's return to school. If your child is recovering from a short illness and returns to school, they must be well enough to resume all school activities. Evidence of medical appointments during the school day must be provided.

Should your child become ill or have an accident while in school you will be contacted immediately. In this respect it is important that we have an up to date telephone number to enable us to contact you.

## MEDICATION

The school staff is not allowed to accept any medicine or tablets unless they have been prescribed by a doctor. In this instance, parents are required to sign the medicine administration form in the office before any medicine can be administered.

It is the parent/carer's responsibility to bring and collect the medicine every day if the medicine cannot be left in school. First dose of the medicine must be administered at home.

Parents of children who suffer from asthma should provide a spare inhaler to be kept in school and instruct the school Welfare Officer about its use.

# Term dates (2017/18)

## NEWHAM CHILDREN AND YOUNG PEOPLE'S SERVICES

### SCHOOL TERM AND HOLIDAY DATES 2017/18

Governing bodies are responsible for setting the school term and holiday dates for each school. This calendar provides a framework for governing bodies to set their dates. Individual school dates will vary, so please check the school website for the dates at specific schools.

SCHOOL TERMS	PUPIL HOLIDAYS
<p><b>Autumn</b> Tuesday 5th September 2017 to Friday 20 October 2017</p> <p>Tuesday 5th –children's first day</p>	<p><b>INSET (1 &amp; 2) Friday 1<sup>st</sup> &amp; Monday 4<sup>th</sup> September 2017 (School closed to pupils)</b></p> <p><b>Half Term</b> Monday 23 October 2017 to Friday 27 October 2017</p> <p><b>Eid-ul-Adha</b> religious holidays fall within the summer break. <b>Diwali</b> Thu 19 October 2017—no school closure. <b>Guru Nanak</b> Sat 4 November 2017.</p>
<p><b>Autumn</b> Monday 30 October 2017 to Tuesday 19 December 2017 - children's last day</p>	<p><b>INSET (3) Wednesday 20th December 2017</b></p> <p><b>Christmas Break</b> Wednesday 20 December 2017 to Tuesday 2nd January 2018</p> <p><b>Christmas</b> Day and New Year's Day fall within the Christmas Break</p>
<p><b>Spring</b> Wednesday 3rd January 2018 to Friday 9 February 2018</p>	<p><b>Half Term</b> Monday 12 February 2018 to Friday 16 February 2018</p>
<p><b>Spring</b> Monday 19 February 2018 to Thursday 29 March 2018</p>	<p><b>Spring Break</b> Friday 30 March 2018 to Friday 13 April 2018</p> <p>The <b>Easter</b> religious festival falls within the spring break.</p>
<p><b>Summer</b> Monday 16 April 2018 to Friday 25th May 2018</p>	<p><b>Half Term</b> Monday 28th May 2018 to Friday 1st June 2018</p> <p><b>May Day</b> Monday 7th May 2018 <b>Election day</b> Thursday May 3rd</p>
<p><b>Summer</b> Monday 4th June 2018 to Thursday 19 July 2018 - children's last day</p>	<p><b>INSET (4) Friday 20 July</b></p> <p><b>Summer Break</b> Monday 23rd July 2018</p> <p><b>Eid-ul-fitr</b> religious holidays 14-16 June—no school closure.</p>

#### In-service training days (INSET):

The above pattern gives 195 days. It includes 5 days which should be allocated for INSET days (staff training days – school not open for children) on dates chosen by each school from within the above range of dates. One INSET day has been disaggregated as twilight staff meetings.