

## Supporting You

### Can I get help if my child is not attending regularly?

Yes you can. Please contact us for any support you may need, we can help.

### Keyworkers

<b>Year 7</b>	<b>Sally Kirkup</b>
<b>Year 8 &amp; 9</b>	<b>Debbie Lester</b>
<b>Year 10 &amp; 11</b>	<b>Laura O'Brien</b>
<b>Phone:</b>	<b>01672 516156</b>

## Term Dates 2018/2019

**Term 1:** Tues 4 Sept—Thurs 25 Oct 2018

**Term 2:** Mon 5 Nov— Friday 21 Dec 2018

**Term 3:** Mon 7 Jan—Fri 15 Feb 2019

**Term 4:** Mon 25 Feb—Fri 5 Apr 2019

**Term 5:** Tues 23 Apr— Fri 24 May 2019

**Term 6:** Mon 3 Jun—Fri 19 Jul 2019

### SDDs

Monday 3rd September 2018

Tuesday 4th September 2018 (Year 7 in school only)

Friday 5th October 2018

Monday 22nd July 2019

Tuesday 23rd July 2019

Wednesday 24th July 2019

### **St Johns Marlborough**

**Granham Hill  
Marlborough  
Wiltshire  
SN8 4AX**

**Phone: 01672 516156**

**Absence: 01672 515081**

**Fax: 01672 516664**

**E-mail: [info@stjohns.wilts.sch.uk](mailto:info@stjohns.wilts.sch.uk)**



## School Attendance A Guide for Parents and Carers



**Absence Line 01672 515081**



## Attendance Counts

Here at St John's Marlborough we believe good school attendance gives our students a better opportunity for success and helps towards developing their skills for life.

Missing school can really impact on students learning. Research shows it can often adversely affect GCSE results.

We would like to work with you as parents and carers to promote and reward good attendance and punctuality.

## Reporting Absence

### Illness

In case of illness please telephone the school absence line on the morning of each day your child will be absent.

**Absence Line: 01672 515081**

### Appointments

Please always try and make any appointments **outside of school hours** if you are unable to do so please make sure the absence from school is a minimum amount of time and where possible your child is returned back to school on that day.

You must write a note in your child's planner and call the school absence line to keep students records up to date.

### Holidays

We are unable to authorise **any** absence from school except in very exceptional circumstances. Holidays during term time may result in a Penalty Notice.

Please find our Leave of Absence Request Form on the St Johns website or if you require a paper copy please ask at Reception.

### Leaving or arriving after 08:30am

Students must always sign in and out at Reception when arriving or leaving school anytime after 08:30am.

**Absence Line: 01672 515081**

## Absence Guidelines

Absences will not be authorised except in exceptional circumstances or Medical Appointments where we have been notified in advance.

Any student who is absent for 10 or more sessions (five days) within a six month period may be issued a Penalty Notice by Wiltshire Council.

**Absence Line: 01672 515081**