



Dear Parents and Carers

Re: Absence from School

Safeguarding and keeping children safe is a priority for us at John Ruskin School. Part of our procedures to ensure this is to have a first and every day response to absence from school. Below is a reminder to parents and carers of their responsibility if their child is absent for any reason.

Absence due to illness

School must be contacted on the first day of absence. Contact must be made each day should the absence continue. School cannot make any assumptions regarding absence based on previous messages from parents/carers. This is a safety and safeguarding requirement as we have a duty of care to know where our students are and that they are safe.

You are able to report an absence in a number of ways:

- The absence phone line on 015394 41306
- Text a message to 01539 234016 (Priority 1 parents/carers only)
- Phone school and speak to our office staff after 8.30am on 015394 41306

Absence for medical /dental appointments.

Where possible all appointments should be made outside the school day or during school holidays. Where this is not possible due to emergencies, appointments should be made for the beginning or end of the school day. Students should be returned to school after their appointment or picked up from school early for afternoon appointments.

If your child has to attend an appointment during school hours that is not an emergency, please inform school in advance by at least three working days, a copy of the appointment letter or card should also be sent into school.

Absence for family holidays

All schools no longer have dispensation to authorise holidays during term time. Local Authority guidance states that: 'The regulations make clear that head teachers may not grant leave of absence in term time except in exceptional circumstances.'



e-mail : admin@jrs.org.uk
web site : <http://www.fellsfederation.org.uk>



Head teacher: Mr P Blackburn
Lake Road, Coniston, Cumbria LA21 8EW
Tel: 015394 41306/41411

Absences longer than 10 days must be reported directly to the Local Authority and could result in your child being taken off roll and your child's place being offered to another family. When making an application for leave of absence during term time parents/carers will need to cite the exceptional reasons on the form submitted. The cost of holidays or the work rotas of parents cannot be considered exceptional reasons; nor can family skiing holidays during term time; nor can a journey to or from a country of origin.

The school considers that exceptional circumstances could be:

- Significant family events or circumstances
- If there is a disability in the family meaning that a holiday has to be taken at a quieter or other special time
- Forces' personnel (parent OR SIBLINGS only) on leave from a foreign posting

Requests for leave of absence to further a child's gifts or talents, for example: music or sport will be considered on merit under a different attendance code.

All requests for leave of absence should be made at least ten working days prior to the proposed absence. The school will continue to consider each case on its merits but any absences are unlikely to be authorised unless they meet the criteria above.

As always, the school homework club will run at lunchtimes so that students who have been absent can use the time to catch up on work they have missed and when necessary, continue to complete any outstanding work at home.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'P Blackburn', written in a cursive style.

Mr P Blackburn
Head Teacher



Small school, big opportunities.