

TERM DATES 2018/19

Autumn Term 2018

INSET 1: Monday 3rd September
INSET 2: Tuesday 4th September

Whole school in on Wednesday 5th September

Open Morning: Saturday 22nd September

Monday 24th September – school starts at 9:45

HALF TERM: Monday 29th – Friday 2nd November

Occasional Day 1: Friday 23rd November Occasional
Day 2: Monday 26th November

End of Autumn Term: Friday 21st December (early finish
– time TBC)

Spring Term 2019

Term starts: Monday 7th January

INSET 3: Friday 15th February

HALF TERM: Monday 18th – Friday 22nd February

End of Spring Term: Friday 5th April (early finish – time
TBC)

(Easter Weekend: Friday 19th – Monday 22nd April)

Summer Term 2019

Term starts: Tuesday 23rd April

May Bank Holiday: Monday 6th May

INSET 4: Tuesday 7th May

HALF TERM – Monday 27th – Friday 31st May

End of school year: Tuesday 23rd July (early finish – time
TBC)

PASTORAL INFORMATION

If you require any further information on
Attendance at Simon Balle All through School,
please contact your child's Form Tutor

7A	Mr Gunduz gunduzb@simonballe.herts.sch.uk
7B	Miss Pinkerton pinkertonf@simonballe.herts.sch.uk
7L	Mr Brinicombe brinicombed@simonballe.herts.sch.uk
7M	Mr Townshend townshendc@simonballe.herts.sch.uk
7N	Miss Whitby whitbyk@simonballe.herts.sch.uk
7R	Miss Mayo Mayok@simonballe.herts.sch.uk

Head of Year 7

Miss Robinson

robsone@simonballe.herts.sch.uk

*

Wellbeing & Attendance Coordinator

Ms Moss

mossd@simonballe.herts.sch.uk

*

Assistant Head over Attendance

Mr Pooley

pooleyj@simonballe.herts.sch.uk

Secondary Phase

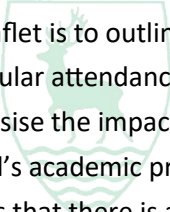
Simon Balle All
through School

ATTENDANCE

Information for
Parents/Carers

2018/19





The aim of this leaflet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your child's academic progress. Research indicates that there is a direct link between poor attendance and poor achievement. Here at Simon Balle we have a minimum target of 97% attendance for every child.

A student who has 90% attendance misses almost 4 weeks of school every year. That's over 100 hours of learning.

Visit the attendance section on the school website to learn more about the link between absence and attainment.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Simon Balle that support the curriculum and nurture their growth into young adults. Students who do not attend school regularly are at a greater risk of becoming involved in crime or becoming a victim of abuse.

How do I register an absence?

For unplanned absence:

Telephone the school office on **01992 410400** before 8.30am and leave a message including: your child's name and form group and a reason for absence, or email the school office—

admin@simonballe.herts.sch.uk

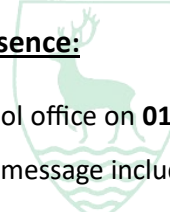
For absence known in advance:

Please send an email to the school office—

admin@simonballe.herts.sch.uk stating the date/time that your child will be absent and the reason for the absence. Appointments should be made out of school hours, whenever possible. Medical Authorisation Forms are for proof of reoccurring medical appointments and can be obtained from The school office or Head of Year. The school should be advised of any medical condition. A doctor's certificate may be requested if it affects your child's long term attendance.

If my child is late for school, what should they do?

Registration starts at 8.45am in Lesson 1. If your child arrives after this time they **MUST SIGN IN AT THE MAIN RECEPTION**. Persistent lateness will not be tolerated and further action will be taken in form of a Head of Year detention.



What can parents do to help?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance, to enable us to offer the appropriate support. It is also important that your son or daughter understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence. Please work with us to endorse the school's rules on punctuality, attendance and dress code with your child.

HOLIDAYS TAKEN IN TERM TIME WILL NOT BE AUTHORISED AND SHOULD NOT BE BOOKED BY PARENTS/CARERS/RELATIVES

The Government recommendation is that you do not take your child out of school for holidays therefore, no holidays will be authorised by school. Penalty Notices were introduced under section 23(1) of the Antisocial Behaviour Act 2003 to address unauthorised absences from school. It is a fine issued by Herts County Council to parents/carers of a child who has failed to attend school regularly and whose absence is unauthorised. This includes unauthorised holidays and lates after the register is closed.

