



Hazeldown Primary School

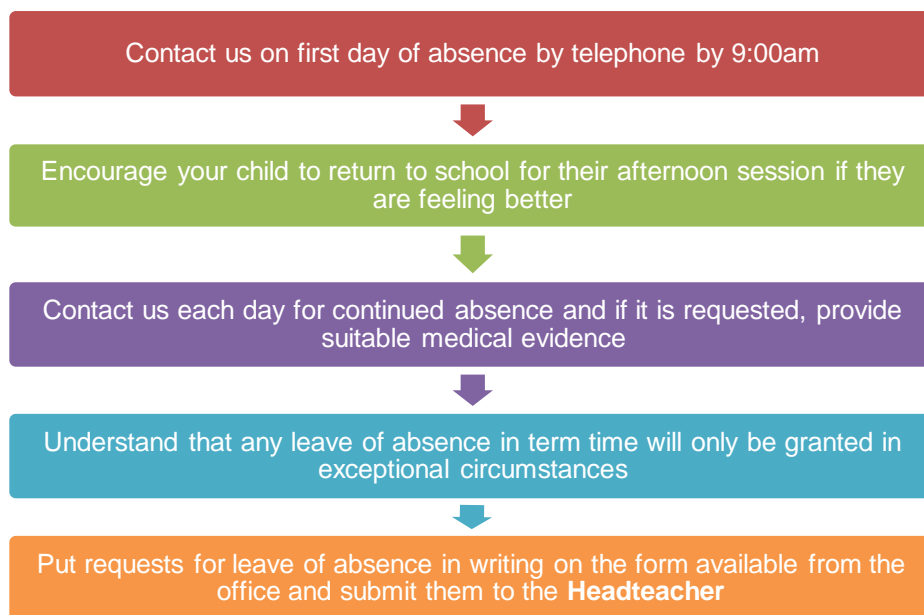
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SCHOOL ATTENDANCE

Please keep this leaflet for future reference

We request that parents support attendance in line with statutory expectations and the expectations within our Home-School Agreement.

Please follow this process if your child is going to be absent from school:



Illness

In order to make informed decisions about their pupil's fitness for attending, parents are encouraged to refer to the NHS online guidance 'Is My Child Too Ill for School?'. Authorisation of absence through illness is done so at the discretion of the Headteacher or members of the office staff team, who are delegated to carry out this task.

In the case of an illness which lasts for five days or more (or four days in the event of an INSET day or Bank Holiday), parents may be asked to provide additional medical evidence before authorising the absence. However, this will only be requested if there is any genuine and reasonable doubt about the authenticity of the illness. In this instance, if medical evidence is not provided, the absence may be recorded as unauthorised.



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Sickness and Diarrhoea

Following a bout of sickness and diarrhoea children need to be clear of symptoms for 48 hours after the last bout before returning to school. Parents need to make the judgement about whether their child is fit to return to school after this time.

Medical Appointments including Dentist

As far as possible, medical and dental appointments should be made outside of the school day. Where this is not possible, parents should let us know **prior** to the appointment. Where there are concerns about attendance, we may request to see official confirmation of the appointment.

Pupils should attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, they must be signed out by an adult listed on the pupil's record. Should a pupil arrive late following an appointment, they should report to the school office to be signed in by a member of the office staff team.

Absences for medical appointments will be recorded with an M code. **Please note that although the absence is authorised, it will still be accountable on the child's overall percentage attendance figure.**

Holiday

Absence is not authorised for family holiday unless the circumstances are exceptional.

Funerals and Wedding

For local funerals & weddings we will authorise one day of absence. For funerals and weddings that are not local, including abroad, we will allow time for travelling, depending on where they are being held.

Lateness

Children can come into school between 8.30am and 8.50am. Parents can choose within this timeframe to suit their needs. All children should be in their classrooms by 8:50am to be registered. Pupils will receive a late mark if they are not in their classroom for registration at 08:50am. The register closes at 09:15. Pupils will receive a mark of absence if they do not attend before this time.

Illness of other family members

If a parent is unwell and unable to get their child to school it will be marked as unauthorised. If you have no-one able to help, local taxi companies are used to bringing children to school safely. If you telephone the school office informing them of the situation they will ensure a member of staff at the school gate sees your child in to school safely. If they arrive late, due to the unforeseen circumstances, ask the driver to bring your child to the door. Office staff will then register them and make sure they get to class.

Clarification on Penalty Notices

Parents/carers have a legal duty to ensure their child who is of compulsory school age receives an efficient, full-time education. Parents/carers are therefore committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered unless the absence has been authorised by the school.



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All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school by completing an S2 form as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

In situations where a child accumulates 10 or more unauthorised absences (the equivalent of 5 school days) within any six-month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer per child.

The Penalty Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 month's imprisonment.

Unauthorised absences can be acquired when;

1. An absence request has been unauthorised and the leave is taken anyway.
2. An absence request form has not been completed and the school has grounds to believe that the child has been taken out of school for an avoidable reason – (for example – a holiday). We have had occasions where we have been notified that the child has been poorly and later discovered that this was not the case and the reason for absence was not genuine.
3. A child has been absent from school on a number of occasions and has been subject to attendance monitoring and parents / carers are not engaging with their child's attendance expectations.
4. A child continually arrives late after the registration period has closed.



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HOW WE KEEP IN TOUCH WITH YOU REGARDING YOUR CHILD'S ATTENDANCE

We regularly monitor attendance and will contact you if there are concerns. This may be by letter, by telephone call or you may be asked to attend a meeting to jointly review how we can support ensuring your child in attending school as much as they are able to.

For clarity, attendance thresholds are as follows:

There are 190 school days each year: this means there are 175 non-school days a year.

Attendance %	Rating	Days absent	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress
92%	Concern (Persistent Absence*)	19	
90%	Serious Concern **	30	Serious Concern Missing this much education is not fair on your child and will result in legal action

*Persistent Absence is defined as: 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

** Severe Absence is defined as: 50% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

HOW WE CELEBRATE ATTENDANCE

Whole class attendance is celebrated weekly focusing on an intrinsic motivation for being in school, engaged in learning and ensuring they are making progress and preparing themselves for future life in line with our strap-line 'Learning for Living'.



Learning for Living

Days absent – Weeks absent (per school year)	Percentage of school year missed.	Overall attendance (1 school year).
5 days (1 week)	2.6%	97.4%
10 days (2)	5.2%	94.8%
15 days (3)	7.9%	92.1%
20 days (4)	10.5%	89.5%
25 days (5)	13.2%	86.8%
30 days (6)	15.8%	84.2%
35 days (7)	18.4%	81.6%
40 days (8)	21%	79%
45 days (9)	23.7%	76.3%
50 days (10)	26.3%	73.7%
55 days (11)	28.9%	71.1%
60 days (12)	31.6%	68.4%
65 days (13)	34.2%	65.8%
70 days (14)	36.8%	63.2%
75 days (15)	39.4%	60.6%
80 days (16)	42.1%	57.9%
85 days (17)	44.7%	55.3%
90 days (18)	47.3%	52.7%
95 days (19)	50%	50%

- 190 days in school year (38 weeks).
- 1% of this is 1.9 days.
- Therefore approx every 2 days of school missed will lower the yearly percentage of a student/pupil by 1%.

