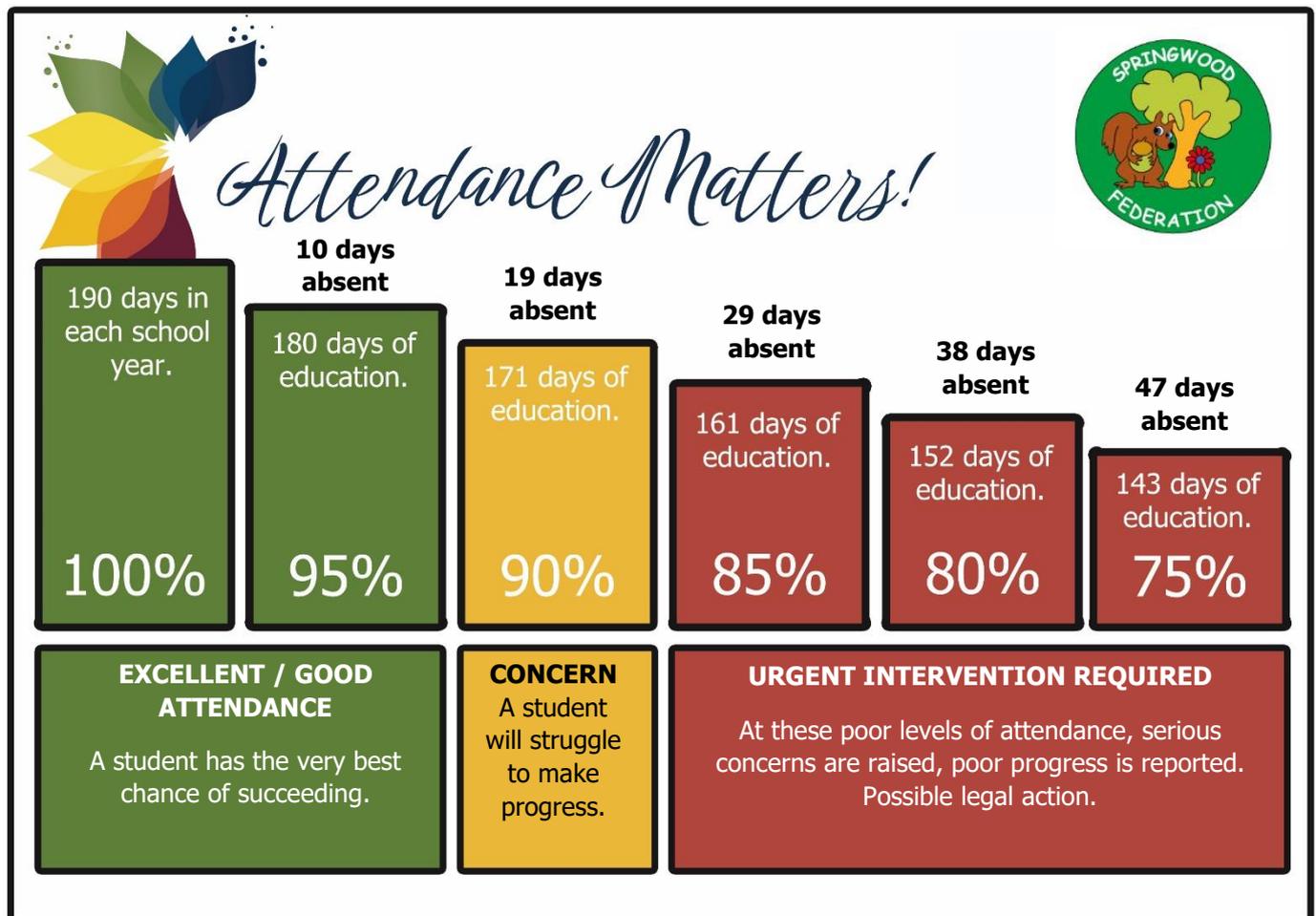


'Every Day Counts'

A Guide to Attendance Expectations

At Springwood Federation, Queens Inclosure, Mill Hill Primary, Morelands Primary, Purbrook Infant & Junior, Berewood Primary & St Peters Primary Schools we believe that every child gets one chance to get the best education. If they are not in school, they are not learning. **Every day counts.**

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents that ensure that attendance is above 95%. Absence should only occur in the extreme of circumstances.



The graph above shows the impact of any drop in attendance with regards to the number of days of learning that are lost. When learning is lost in this sense, it is almost impossible for a child to catch up.

It is a known fact that the performance of children with **poor levels of attendance** will be adversely affected by not being in education. They will fall behind their peers in terms of progress and sometimes their social development too. When a child has poor attendance other issues can then develop including a drop in self-confidence and sometimes barriers appear regarding returning to school (sometimes referred to as school refusal). At Springwood Federation, Queens Inclosure, Mill Hill Primary, Morelands Primary, Purbrook Infant & Junior, Berewood Primary & St Peters Primary Schools, if a child is not in school and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly. Please take the time to view the

information contained in this document which explains the framework we operate within, to manage attendance here at Springwood Federation.

How parents/carers can encourage good attendance:

- Expect your child to go to school every day and ensure that your child knows this.
- Ask your child about their day at school and talk about what they might be doing later in the month, year, etc.
- Approach the school sooner rather than later, if you are experiencing difficulties getting your child to attend school.
- Arrange routine appointments outside of the school day.

Who is involved in attendance monitoring?

The Schools' Attendance Leader is Mrs Jo Livingstone (Executive Headteacher) and is supported by Sarah Johnson (Arbor Manager). A member of the Senior Leadership Team and Administrative Officers will oversee, direct and co-ordinate the schools' work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the schools. Individual class teachers may also raise and share concerns about attendance. The administration office is a daily contact point for reporting an absence or the office will contact parents to come and collect a child who has become more unwell.

For additional guidance on general school attendance management please visit the Hampshire County Council website:



HAMPSHIRE COUNTY COUNCIL ATTENDANCE GUIDANCE FOR PARENTS/CARERS

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Parental attitude has a key influence on a child's school attendance and parents/carers can do much to encourage even reluctant students to attend.

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Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents that ensure that attendance is **above 95%**. Absence from school should only occur in extreme circumstances and holidays taken in term time will not be authorised.

Reasons for Absence:



Ongoing Medical Absence - It may be necessary for us to request medical evidence* advising that the student is unfit to attend. This must also state how long this will be for.



Please note that the Education Act 1996 places the responsibility on parents/carers to provide medical evidence when requested by the school. There is an 'Information Sharing Consent Form' available from GP practice where a parent can give consent for the GP to share information about their child.



Appointments - Medical and dental appointments should be made outside of the school day wherever possible. If this is not possible, attendance at school is expected before or after the appointment. Proof of appointments are also required.



Absence either side of a school holiday - We do not authorise absences either side of school holidays unless evidence is provided of genuine and exceptional reasons for absence. **Unauthorised absence could result in prosecution.**



Absence of siblings - The absence or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the school day) arrangements should be made to ensure that the other sibling is either dropped off or collected on time.

Absence for Holiday:



School holiday dates are published well in advance on the school website.



Holidays in term time will **not** be authorised. Requests for absence may be authorised if there are exceptional circumstances but the length of time authorised is likely to be limited.



FIXED PENALTY NOTICE INFORMATION

<https://www.hants.gov.uk/educationandlearning/legalintervention/measures>



REQUEST FOR ABSENCE FORM

Absence form are available from the school offices.

NHS Guidelines for Illnesses:

Please see the following link for guidance from the NHS on when to keep students home unwell:



NHS LIVE WELL GUIDANCE

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

- There remain a lot of absences for common coughs and colds. Please treat with some paracetamol/Calpol prior to the school day. A top-up can always be provided during the day by the administration office, then if your child becomes worse after this, contact can be made with yourselves to arrange collection.
- Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache, sore throat, then as with adults, the medical advice is to give them paracetamol and send them to school. We are likely to challenge an absence if these are given as reasons. We will always contact you if your child's condition worsens or if we believe their illness is contagious such as Chickenpox, vomiting, etc.
- A polite reminder that Government guidelines state that the authorising of any absence from school is at the discretion of the individual setting and not an automatic right.

Home Visits:

We are under increasing pressure to ensure that children are attending school, with a minimum expectation of 95% attendance. As a school, we have a policy that when a child's attendance is low, no reason is given for absence, or we are repeatedly told they are unwell without details or medical evidence, we will seek further clarification of these reasons. We may carry out home visits to do this. These may be arranged in advance or unannounced.

Reporting Absences:

- Remember to contact the school for any absence, explaining the reason. Parents/carers should contact the school **EVERY DAY** that their child is absent. If this is not done, then a message will be sent requesting information about the absence.
- If there is not a reason for absence provided, the administration team will complete attendance phone calls to establish reasons. **At this point of concern, we may also conduct home visits.**
- During out of office hours or at busy times the phone could go to an answerphone or email.

If you leave a message via answerphone or via email, please tell us the following information:

1. Your name.
2. The name of the child who will be absent (or late).
3. The child's Year Group and Class
4. The reason for absence. This needs to be a clear explanation. Simply reporting them as 'Unwell', 'Poorly' or 'Sick' is not acceptable.

Lateness

Regularly being late for school also has a negative impact on your child's learning. Important instructions and the learning objectives might be missed and your child may feel awkward having to interrupt the class to enter. Your child should be in school and ready to learn 5 minutes before registration.

A few simple changes can really help: packing bags and lunches the night before, getting clothes and shoes ready the night before or simply getting up 5 mins earlier!

If your child misses....	That equals....	Which is....	Over 13 years of schooling this is....
10 minutes a day	50 minutes a week	1.5 weeks a year	Nearly half a year of lost learning
20 minutes a day	1 hour 40 mins a week	2.5 weeks a year	Nearly 1 year of lost learning
30 minutes a day	Half a day a week	4 weeks a year	Nearly 1 and a half years of lost learning
1 hour a day	1 day a week	8 weeks a year	Nearly 2 and a half years of lost learning

