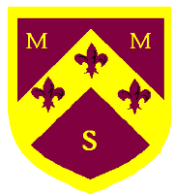


Attendance Guide for parents



Every term we monitor and report on pupil attendance. Our maximum allowable absence figure is set at 4%, hence our attendance target is 96%.

We have produced the following attendance guide for parents with information that we hope you will find useful.

If you would like to know your child's attendance figure at any stage during the school year, please enquire at the school office.

Thank you for your ongoing support

Keira Ainsworth.

Headteacher.

The Whole School Target for every pupil is a minimum of 96%

Why 96% attendance?

This optimises learning opportunities for your child.

- 96% attendance equates to 7.5 days off a year.
- As a school we want to prepare our pupils for excellent work habits. Regular attendance and excellent punctuality are part of this work.
- Attendance figures can flatter to deceive. 90% attendance a year means nearly 4 whole weeks of lessons have been missed.

Attendance Matters

Maximise your Potential. Attend school every day.

100%	0 days	0 days missed
99%	1 day	1 day missed
98%	3 days	3 days missed
97%	1 week	5 days missed
96%	1.5 weeks	7.5 days missed
94%	2 weeks	10 days missed
93%	2.5 weeks	12.5 days missed
92%	3 weeks	15 days missed
90%	4 weeks	20 days missed

Low attendance

There is a clear link between poor attendance at school and lower academic achievement. Even taking a small amount of time off school can be problematic. Your child is likely to fall behind in their work and find it hard to catch up. The fact is, if your child doesn't attend school regularly, they are less likely to do as well as other children. Absence also impacts on the social elements of schooling, which could affect your child's ability to make and maintain friendships.

Being late for school affects a child's learning too. A child who is 10 minutes late every day will miss 30 hours of lessons during a year. In summary, low attendance may lead to fewer chances and fewer choices when they are looking for work and developing social relationships later in life.

Did you know?

- If a child has 90% attendance that means that he/she is absent for lessons for half a day every week.
- If their attendance stays at 90% during the academic year he/she will miss 4 weeks of school, which equates to nearly half a term.

If his / her attendance stays at about 90% from Year 1 to Year 6 he / she will have missed 27 weeks which is over half a school year.

I think you will agree when expressed as days/weeks missed it is far more meaningful and concerning.

High Attendance

Children who attend school regularly benefit in the short and long term. A child with good attendance is setting themselves up for a better future once they leave school. Employers want staff who are reliable, and good attendance is a sign that your child can be trusted. In most fields of employment 5 days absence is the point at which action is taken by the employer as any further absence is regarded as poor attendance. We aim to instil a good work ethic from an early age.

Absence due to ill health

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. As a school we follow the NHS [government guidelines](#) for schools and nurseries that say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to notify the school by phone or parentmail. Please report their absence by 9.20am on the first day, giving the reason for absence, as well as providing regular updates during your child's time off.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore, let their teacher know.

Illness	Recommended absence from school/NHS treatment advice.
Chickenpox	If your child has chickenpox , keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Cold sores	There's no need to keep your child off school if they have a cold sore . Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
Conjunctivitis	You don't need to keep your child away from school if they have conjunctivitis . Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly
Coughs and colds	It's fine to send your child to school with a minor cough or cold . But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
Ear infection.	If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away.
Fever	If your child has a fever, keep them off school until the fever goes away.
Hand, foot and mouth disease	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head lice and nits	Children with head lice should be treated at the earliest opportunity to prevent the spread. They should then return to school. See how to get rid of them .

Impetigo	If your child has impetigo , they'll need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school.
Ringworm	If your child has ringworm , see your pharmacist unless it's on their scalp, in which case you should see the GP. It's fine for your child to go to school once they have started treatment.
Scarlet fever	If your child has scarlet fever , they'll need treatment with antibiotics from the GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
Slapped cheek syndrome (fifth disease)	You don't need to keep your child off school if they have slapped cheek syndrome because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.
Sore throat	You can still send your child to school if they have a sore throat . But if they also have a fever, they should stay at home until it goes away.
Threadworms	You don't need to keep your child off school if they have threadworms . Speak to your pharmacist, who can recommend a treatment.
Vomiting and diarrhoea	Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.

Leave of Absence/Term Time Holiday Requests

New legislation was introduced in September 2013 regarding pupil attendance with the introduction of penalty notices. As a result, schools are not in a position to authorise any leave of absence during term time. This is a government-led initiative therefore all schools must adopt this approach. As a result, parents could be subject to a fixed penalty fine of £60 per child per parent for holidays taken in term time. The school does not benefit financially from this. This is a fine levied by the Educational Welfare Specialist Unit at Bucks County Council.

We appreciate that the holiday companies charge more during school holiday periods and the financial challenges this puts on families. Those who work in schools, face the same financial disadvantage. Parents are strongly encouraged to arrange their family holidays during the school holidays so that their child's education is not compromised. Due to the structure of the curriculum if a child misses a full week or two weeks of school, they may well miss a vital block of their lifelong learning, e.g. learning telling the time in maths or how to do multiplication. Taking off isolated days e.g. for birthdays, to visit theme parks or long weekends away can also negatively affect children's schooling and set poor habits for later working life.

Leave will only be authorised in exceptional circumstances. 'Exceptional Circumstances', means that parents must outline their case as to why their child/children should be treated differently from the norm, e.g. as a result of a death in the family or religious observance.

Parents wishing to take their child out of school during term time must send a written request to the head teacher on the standard proforma provided by the school office. This must be submitted to the school prior to the absence taking place and before any holiday is booked and monies paid. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. If leave is taken without authorisation, it will be recorded in the school attendance register as an unauthorised absence [truancy]. In such cases the school may refer the matter to the County Attendance

Team who may issue a Penalty Notice. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

Irregular School Attendance

The County Council has also issued guidelines on irregular school attendance. This refers to pupils whose attendance is 95% or below. Parents of pupils falling into this category could also be subject to penalty notices. As a school, we keep a log of pupil absence. This enables us to monitor any patterns throughout the time the child is in school.

The County Council has issued the following criteria to ensure the consistent delivery of penalty notices:

- Irregular school attendance;
- Overt truancy (including pupils found during truancy sweeps);
- Parentally-condoned absences;
- Unauthorised holidays in term-time;
- Being in a public place during the first five days of an exclusion

To clarify, these guidelines refer only to children of compulsory school age. Children reach compulsory school age in the term following their fifth birthday. We do however discourage term time holidays for all children due to the negative impact it has on their learning.

We urge parents to support our ongoing efforts to reduce any lost days of education which can affect your child's long term progress. We thank you for your continuing support.

Keira Ainsworth

Head Teacher