

# Healing School – A Science Academy

## Attendance Matters!

### Making every day count

Every single day that a child is absent from school equates to a day lost for learning.

Attendance figures can be misleading. For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week, or, 19 days of school during the school year: that is nearly 4 weeks of school.

**There are 175 non-school days per year for holidays and appointments**

The Government made amendments to the 2006 Regulations and in 2013, The Education (Pupil Registration) (England) (Amendment) Regulations was published, making it clear that schools may not grant leave of absence during term time unless there are exceptional circumstances.

By law, only the school can authorise your child's absence.

Regular and punctual attendance at school is a legal requirement as well as being essential for pupils to maximise their educational opportunities.

## NHS Guidelines

**Headache, earache and stomach ache:** Children can go to school, just let the school know that they have felt unwell. Give paracetamol at home and plenty of fluids to drink. If symptoms persist, seek medical advice

**Period pains:** Girls can go to school, give paracetamol at home and encourage them to try and keep active.

**High temperature:** Give paracetamol at home and plenty to drink. After paracetamol, if your child feels better, bring them to school. If the child's high temperature continues for three days or more, seek medical advice.

**Coughs and colds:** Children should be given paracetamol at home, plenty of fluids to drink and they can be sent to school. If your child is asthmatic, remember that they may need their blue inhaler more often.

**Sore throat, Tonsillitis and Glandular Fever:** Children should be given paracetamol, plenty of fluids to drink and can be sent to school.

**Diarrhoea and vomiting:** Children can return to school up to 48 hours after the last episode of diarrhoea or vomiting. If your child was sick due to a bout of coughing, your child will not require time off school.

**Conjunctivitis:** Children can go to school. They should be encouraged to wash their hands to prevent further spread of infection.

**Broken bones/other injuries:** Children can still attend school, although a Risk Assessment will need completing to help to reduce the risk of any further injury. If your child is unable to move between lessons due to their injury, they may be placed under the supervision of a Learning Mentor and work will be provided for them to complete, so as not to get further behind in their learning.

*Should your child need to take medicine whilst at school, please complete a Medication Consent form (available on the website and from the main reception). Please ensure that all medication is clearly labelled with your child's name. Medication can then be administered and monitored by the Health and Welfare Assistant.*

**Inform the school before 8.35am on that every day  
your child is absent from school due to illness**

Absence Line: 01472 502400, Option 1

Please leave a message with the following details:

1. Name of your child and their year group.
2. Reason for absence, e.g. headache and temperature.  
**N. B.** 'Feeling unwell' will not be considered specific enough information for the illness to be authorised.
3. The date when you expect your child to return to school.

**Upon return to school:**

1. A parental note confirming legitimate absence must be provided promptly. Failure to provide a written note could result in your child's illness not being authorised.
2. In cases of prolonged illness (3 days or more) or disability, a medical certificate or other evidence from a doctor (e.g. prescribed medication) will be required.

**Illness at school:**

If your child attends school and feels unwell during the school day, the Health and Welfare Assistant will contact you and arrange for you to come and collect your child.

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
<b>Excellent</b>	100%	190 days	0	0
	99%	188 days	2	10
<b>Good</b>	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
<b>Becoming A Concern</b>	95%	180.5 days	9.5	47.5
Further declining absence may lead to: Tutor speaks with pupil . SEN pupils spoken to by Learning Mentors. Learning co-ordinator speaks with pupil	94%	178.5 days	11.5	57.5
	93%	176.5 days	13.5	67.5
	92%	175 days	15	75



**Declining Attendance**

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<b>Cause For Concern Persistant Absence threshold</b>	90%	171 days	19	95
Further declining absence may lead to: Educational Welfare Officer involvement Invite to School or Governor Attendance Panels Attendance target monitoring Process Possible Penalty Notice	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
	86%	163 days	27	135
<b>Serious Cause For Concern</b>	<b>85%</b>	<b>161.5 days</b>	<b>28.5</b>	<b>142.5</b>
Refer to Legal	84%	159.5 days	30.5	152.5
Possible Court Proceedings	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180

## **Responsibility of Pupils**

- Attend every day of school unless you are ill or have an authorised absence.
- Arrive in school on time.
- Go to all registrations and lessons on time.
- Take responsibility for registering at Pupil Reception if you have arrived late or are leaving the school site during school hours.
- Provide evidence following an absence or appointment.

## **Responsibility of Parents and Carers**

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school created an offence in law. Parents and carers will:

- Inform the school on first day of their child's absence.
- Inform the school of any planned absences, e.g. hospital appointments, well in advance with appropriate evidence.
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request a Leave of Absence if it is for an exceptional circumstance. A Leave of Absence form (available from the main reception) must be submitted along with written reasons detailing the exceptional circumstances and returned to Pupil Services.