

Stoke Park Infant & Junior School

Every Day Counts Attendance Guide



Every Day Counts Attendance Guide

Rationale

This protocol details the daily routine for promoting good attendance. It should be read in conjunction with Stoke Park Infant School's attendance policy.

The target for good attendance for all children is 97%, we therefore have a duty to support families to reach this target. This document sets out how the school promotes good attendance supported by the local authority.



Every Day at School Counts

As a parent you are legally responsible for ensuring that your children of school age receive a suitable full-time education.

The school must keep an attendance register or computerised registration system in which children's attendance is marked for both morning and afternoon sessions for every day that the school is open.

Every Day Counts					
175 non-school days a year – including weekends and school holidays					
190 school days in each year					
190 school days in each year	9 days Absence 181 days of Education	20 days Absence 171 days of Education	28 days Absence 162 days of Education	38 days Absence 152 days of Education	47 days Absence 143 days of Education
100% Attendance	95% Attendance	90% Attendance	85% Attendance	80% Attendance	75% Attendance
GOOD Your child has the best chance of success	SERIOUS CONCERNS Action will be taken Absence will seriously affect your children's progress and chances				

Why is good attendance important?

Statistics show that pupils who miss between 10% - 20% of school, only 35% manage to go on to achieve five good GCSEs. This compares to 73% of pupils with over 95% attendance.

Example

Lisa is in Year 1 and her attendance rate at school is always around 90%.

Lisa and her family think this is pretty good!

If Lisa continues to attend for only 90% of the time, then over five years she will miss the equivalent of half a school year.

90% attendance for Lisa = 20 days (4 weeks) absence

- 2 days sore throat (Sept)
- 5 days with cold and cough (Dec)
- 2 days for 6-monthly dental check ups
- 1 day taken off at the end of term to go Christmas shopping
- 1 day upset stomach (March)
- 2 days high fever – virus (June)
- 5 days unauthorised leave of absence for holiday
- 1 day birthday treat
- 1 day for 2 morning doctors' appointments

Medical, Dental and Optician appointments

Whenever possible make all medical appointments outside school hours or at the end of the school day. If an appointment is made in school time your child should come to school first and return after their appointment. Please be aware that the absence or illness of a pupil should not affect the education of their siblings. If a pupil has an appointment (particularly at the beginning or end of the school day) arrangements should be made to ensure that siblings are dropped off or collected from school at the normal time.

Lack of sleep

If your child has been ill in the night and has had broken sleep, please consider sending them into school in the afternoon. Your child may feel better and they will have the chance to catch up on the learning they missed in the morning and join with their friends.

Our illness absence guidance is based on direct advice and guidance from the Department of Education. The DfE use the rule of thumb – consider whether the ailment would keep parents and teachers away from work. As a rough guide depending on your child's age – this is the amount of sleep the NHS recommend per night - 4 yrs - 11.5 hrs. 5 yrs - 11 hrs. 6 yrs - 10.75 hrs. 7 yrs - 10.5 hrs. 8 yrs - 10.25 hrs. 9 yrs - 10 hrs. 10 yrs - 9.75 hrs. 11 yrs - 9.5 hrs

Long Term or Chronic Medical Conditions

Please talk to us if your child has a chronic or long-term illness as there are a number of ways your child can maintain some education – such as hospital schools or teaching services, home teaching and pupil referral units. We will always aim to support your child in being able to continue some form of education; and we will work closely with you and your child to ensure that we maintain the right balance so your child can keep up whilst checking the type

and amount of schoolwork that your child does is appropriate for them and their medical condition.

What if my child is ill?

We understand that on some occasions children are ill and when this is the case, we accept that home is the best place to be. Children can't help being ill and as a school we want our children to be healthy and well enough to learn. However, this is a guideline that is useful to help you decide when to send your child into school and when to keep them at home.

RED

STAY AT HOME

- Raised temperature
- Rash (this can be the first sign of chickenpox or measles, check with your GP)
- Vomiting and Diarrhoea – Children can return to school after 48 hours

AMBER

GET ADVICE

- Headaches (a child with a headache **does not** usually need to be kept off school). If symptoms are more severe, or accompanied by other symptoms, such as a raised temperature, then take advice

GREEN

COME TO SCHOOL

- Mild cough
- Sore throat
- Colds
- Feeling sick or feeling tired

If your child deteriorates in the day, we will contact you

If your child is unwell and unable to attend school

1. On the first day of absence and on any subsequent days please phone the school absence line on 02380 601773, to leave a message stating your child's name, class and reason for absence.
2. If we do not receive an explanation for your child's absence this will be marked as unauthorised.

Please see the guidance document linked below for further advice on infection control in schools:

[Guidance on infection control in schools](#)

Request for Leave of Absence

Only the headteacher can authorise an absence. If you need to request a leave of absence, please complete an absence request form and return to the school office. A decision will then be made if the request is considered to be exceptional circumstances. If it is not considered to be an exceptional circumstance, then the absence will be considered to be unauthorised and you will be advised.

No leave of absence will be authorised during term time unless there are exceptional circumstances, e.g. bereavement of a close family member, family wedding.

Please be advised that holiday is NOT considered to be exceptional circumstances and therefore will not be authorised.

Unauthorised absence could result in a fixed penalty notice from the Local Authority. This means that each parent living at the child's address will have to pay £60 within 21 days or £120 if paid within 28 days. Unpaid fines could result in court action.

Appendices

Letters Home

Letter 1 – PERSISTENT ABSENCE

Dear Parent/Carer

Re: Pupil name Date of Birth

I am the attendance lead at Stoke Park Infant School, and it is my role to improve attendance and punctuality. I monitor children's attendance regularly and follow up on any frequent or unreasonable absences.

Your child is now classed as a persistent absentee as their absence has fallen below 90%. Stoke Park Infant School would like your support to improve levels of attendance and punctuality. Having recently completed a register check, I am concerned to notice that **Childs Name**, currently has an attendance rate of **X%**. Attached is a copy of the registration document for your child with sessions they were absent highlighted.

As a result of these concerns **child's name** attendance will be closely monitored for the next 20 school days, if **Child's Name**, shows little or no improvement after the monitored period you will be formally invited into school in order to discuss and address the situation.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

If you require advice and support with regard to your child's attendance, please do not hesitate to contact me.

Yours sincerely,

Mrs Emma-Jane Charles
Headteacher

Letter 2 – UNAUTHORISED ABSENCE – WARNING LETTER

Dear Parent/Carer

Re: Pupil name Date of Birth

I am the attendance lead at Stoke Park Infant School it is my role to improve attendance and punctuality. I monitor children's attendance regularly and follow up on any frequent or unreasonable absences.

Stoke Park Infant School would like your support to improve levels of attendance and punctuality. Having recently completed a register check, I am concerned to notice that **Childs Name**, currently has an attendance rate of **X%**. Attached is a copy of the registration document for your child with sessions they were absent highlighted.

As a result of these concerns **child's name** attendance will be closely monitored for the next 20 school days, during which time school will only authorise absence if medical verification is provided. If **Child's Name**, shows little or no improvement after the monitored period you will be formally invited into school in order to discuss and address the situation.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

If you require advice and support with regard to your child's attendance, please do not hesitate to contact me.

Yours sincerely

Mrs Emma-Jane Charles
Headteacher

LETTER 3 – NO IMPROVEMENT

Dear Parent/Carer

Re: Pupil name Date of Birth

Further to my previous letter advising you that the school has been monitoring your child's attendance I have recently completed a register check. I am concerned to note that **Child's Name** has failed to achieve their attendance target set. I enclose a copy of your child's registration document with sessions they were absent highlighted.

As a result of these concerns and in order to address the situation, I would like to invite you in for a discussion about your child's absence on **appointment time and date**. Failure to provide a reasonable explanation for absences may result in a Penalty Notice Warning letter being issued immediately following this meeting or if your child's attendance does not improve over the next 20 days.

If the above appointment time is not convenient, please do not hesitate to contact me to make an alternative arrangement. Failure to attend the meeting will result in further action being taken on advice from the Local Authority, including the issue of a Penalty Notice.

I look forward to meeting with you on the due date.

Yours sincerely

Mrs Emma-Jane Charles
Headteacher

LETTER 4 – FIXED PENALTY

FIXED PENALTY NOTICE WARNING

Dear Parent/Carer

Re: Pupil name Date of Birth

It has been brought to my attention that the attendance of your child is a cause for concern.

The Government has introduced powers for the Local Authority to issue Penalty Notices in cases where parents do not ensure that their child attends school regularly.

I should inform you that therefore you are liable to be issued with a Penalty Notice under the provisions of the Education Act 1996 (as amended). This is due to you having failed to ensure that your child, **Child's Name**, being of compulsory school age and a registered pupil at Stoke Park Infant School attends school regularly. During the period **Dates....**, your child had **% and no of unauthorised absences**.

ANY FURTHER ABSENCES MAY RESULT IN A PENALTY NOTICE BEING ISSUED AGAINST YOU.

Note: Payment of a Penalty Notice, if paid within 21 days is £60. If you do not pay within 21 days the fine is increased to £120.00 and you have a further 7 days to make this payment.

Non-payment of a Penalty Notice withing the total 28-day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.

If you are experiencing any problems in ensuring that your child does attend school regularly, please make an appointment to speak with Mrs Charles, Headteacher or Mrs Brennan Inclusion Manager.

Yours sincerely

Mrs Emma-Jane Charles
Headteacher

PERSISTENT LATENESS

Dear Parent/Carer

Re: Pupil name Date of Birth

I have noted during a recent attendance review that your child continues to show a pattern of persistent lateness.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s)/carer it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Mrs Emma-Jane Charles
Headteacher

STOKE PARK INFANT SCHOOL



RECORD OF MEETING WITH PARENT(S)

Date:	
Reason for Meeting:	School Attendance Currently stands at X%
Name of Pupil:	
Address:	
Present at Meeting:	
Apologies:	

Summary of the Discussion

Problems Experienced and Support Agreed:

Penalty Letter to Be given – Y/N	
Agencies Involved:	
Recommendations: Specific and clear actions for parent/child/family/school/agencies	Action By:
To attend school fully	e.g. family
School to support by	
Examples of recommendations	
Provide evidence of medical evidence for any absence (e.g. prescription, appointment card, hospital letter)	Mrs XXX
To try and make medical appointments outside school hours	Mrs YYY
Parents advised that holidays in term time would not be authorised and any application for leave during term time due to exceptional circumstances must be made to the school in advance	

A Penalty Notice of £60 per parents per child to be issued if there are any further unauthorised absences in the next 20 days	
Parent(s) to contact XXX at the school if they are experiencing any difficulties affecting attendance or need support	

Stoke Park Infant School
Abbotsbury Road
Bishopstoke
Eastleigh
Hants
SO50 8NZ
Tel: 02380 601773

