

Attendance Guidance for Parents and Carers



Healdswood Infant and Nursery School



Why does good attendance matter?

All parents want the best for their children. Having a good education is important to ensure that they have the best opportunities in life. They only get one chance at school and your child's future may be affected by not attending school, this includes arriving at school on time. If a child arrives late at school every day, their learning begins to suffer. Our learning is sequenced, so lessons follow on from each other. Therefore, when they are absent or late, they often struggle when they return. Irregular attendance also affects the development of social skills which children need to maintain friendships.

Persistent absence

If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Term	No of Absences
October 1st Half Term	3½ days
September – December (Autumn Term)	7 day
September – February (Halfway through the year)	10 days
September – Easter (Autumn & Spring Term)	12 ½ days
September – May (5 Half Terms)	15 ½ days
September – July (Full Academic Year)	19 days

Parental Expectations:

- Provide the school with up-to-date home and emergency contact details.
- Ensure their child attends school regularly, as is their legal duty as parents.
- Contact the school on the first and each subsequent day of absence, unless a definite date of return is known.
- Parents should offer reasons for absence but whether or not the absence is marked as authorised is a decision that can only be made by the school.
- Ensure their child arrives in school on time, well prepared for the school day. School opens at 8:45am for an early drop off and a prompt start at 9.00am. Classroom doors are locked at 9.00am. Morning Nursery should arrive by 8.35am and afternoon nursery by 12.20pm.
- Contact the school in confidence whenever any problems occur that may affect their child's attendance or performance in school.
- In some circumstances provide evidence from a medical professional for prolonged absence (also see Unauthorised Absence).

Rewards

- The class with the highest attendance of the week receives our Attendance Trophy to display in their classroom.
- Weekly attendance will be shared and celebrated with parents via Class Dojo and on the School Website.
- Children with 95%+ attendance each term will receive a letter of congratulations and a certificate.
- At the end of the year children who have had 95%+ attendance are entered into a prize draw for the chance to win a special prize, which has been chosen by the School Council.

Sanctions:

Our Attendance Monitoring Procedures Flow Chart can be found in our school policy. This clearly outlines the action that the School and the Local Authority will take when attendance is highlighted as a concern.

Holidays During Term Time

Holidays during term time are discouraged, all applications will be dealt with on a case-by-case basis by the Head Teacher. All requests must be sent to the school in writing, using the 'Holiday Request Form' from our school office. Unauthorised holidays can result in a fine from the Local Authority, so it is VERY IMPORTANT that the forms are filled out.

Medical and Dental Appointments

Wherever possible, appointments should be made outside of the school day. Where this is not possible, it is expected that children will only miss part of the day. You will be required to provide evidence in the form of an appointment card, text or email.

Sickness

If your child is sick, please phone or message the school office via Class Dojo by 9am at the very latest. Here you will need to provide a reason for your child's absence and phone/message each day that your child is off. If your child has sickness or diarrhoea, they must remain off school for 48 hours following their last episode.

If you are having difficulties getting your child to Nursery/School, we are here to help and support you. It is important to discuss any problems with us as soon as you can.

Please contact our Family Support Worker/Attendance Officer Mrs. Cook through Dojo or on 01623 642449