

Anstey Junior School



Term Time Absence Advice and Support



Sam says:-

School
Attendance
Matters

Home and School working in partnership

Key Information:

Anstey Junior School is a good school and one reason for this is the strong backing we have from parents to support our expectations. We know that children's success at school is affected by their attendance and your on-going support to keep your child in school as frequently as possible will be of great benefit to your child in the long term.

From September 2013 headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances. Parents can be fined for taking their child on holiday during term time without consent from the school.

If a child's attendance falls below 90% the school will not authorise any absence unless there is a doctor's note or a letter about a medical appointment.

If a child has 10 unauthorised absences (5 days) then the case would be sent to an attendance panel. The outcome of this would mean parents being fined or going to court, where they could receive a criminal record.

Definitions of absence

Authorised absence

Only the school can authorise a pupil's absence. An absence must not automatically be recorded as authorised simply because it is covered by a note from the pupil's parent/carer.

If a pupil is absent, the absence must only be recorded as authorised if:

the pupil has been granted leave of absence, ie the absence has been approved beforehand by the school, or

the pupil is unable to attend:

- either because of sickness or some other unavoidable cause, or

- on a day that the pupil's parents/carers' religion sets aside for religious activities.

When appropriate, an absence initially recorded as authorised may subsequently be amended to unauthorised. In such circumstances all relevant details relating to the amendment must be recorded.



Unauthorised absence

When the reason for a pupil's absence has not been established at the time the register is taken, the absence must be recorded as unauthorised. Any subsequent correction to a register recording an absence as authorised must be made as soon as is practicable after the reason for the absence has been established.



SAM Says:-

If a child misses just one day a week over the course of their school career they will miss 2 years of schooling

Why does attendance and punctuality matter?

Being on time and attending school regularly matters and children who are late and have time off often find it difficult to keep up and make expected progress.

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later life and the working world. It will also give your child the opportunity to:-

- Make lots of friends and feel included
- Learn new things and develop many skills
- Increase their confidence and self-esteem
- Improve their social skills
- Achieve

Home and School working together—we hope you find this information useful.

The Headteacher and Governors' duty & discretion:

In September 2013 the Government introduced new legislation that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This means that absences for holidays in term time are likely to be unauthorised. The Government guidance on the dfe website states that parents can be fined for taking their child on holiday during term time without consent from the school. If a child has 10 unauthorised absences (5 days) in a 10 week period then a penalty notice will be issued. In this situation both parents will be fined.

No absence in year 6 will be authorised during May.

If a child misses a SATS test and the absence is not authorised, parents can be fined.





Late Arrival:

School gates open at 8.35am when the children can enter the school site. They are supervised on the playground. Children may come into the school building from 8.45am and register is taken at 8.50am. Any child arriving after 8.50am is marked as late. Those children arriving after 9.05am will be recorded as 'unauthorised late'; this does effect the child's overall attendance %. If a child has 10 unauthorised lates in a 10 week period then parents can be fined. All 'lates' are monitored by both the Headteacher and the Governors. Persistent lateness to school is treated very seriously and families will be contacted if it continues. If you know your child is going to be late please contact the school office in order that the class teacher can be advised and that school meal requests can be made. All late children must be signed in at the school office by a home adult. This is a fire safety requirement.

Monitoring:

In addition to the ongoing monitoring carried out by the Headteacher and the Governors, the school attendance figures are also monitored externally by the Local Authority and OFSTED. Absences are monitored by Family Support Workers and home visits are prompted by poor attendance records.

Take the example of a pupil who has a 90% attendance rate. His parents may think this is pretty good. 90% attendance means that he is actually absent from lessons for the equivalent of one half of a day every week. This means that with 90% attendance he has missed the equivalent of four whole weeks of lessons in the school year. If he continues to attend school for only 90% of the time, then over five years he will miss the equivalent of about half a year of school.



SAM asks—90% Attendance
that's good isn't it?

Letters & certificates

The attendance team meets regularly to discuss attendance. Certificates are given to children with excellent attendance each term. Where attendance is not good parents will be contacted and sent a letter.

What should I do if my child is ill?

Parents often phone to ask us whether their child should be in school.

If your child has **no high temperature** but has a cough or cold, headache or earache, the advice we have been given is to give them some paracetamol (Calpol etc.) and send them into school. We will always contact you if your child's condition gets worse.

If your child has a **high temperature** the advice is to keep your child off school.



If your child has had a **disturbed night** due to coughing etc, please consider sending them into school in the afternoon. There are two attendance sessions in each day and a missed day is considered as two absences. On the back page is a chart taken from The Health Protection Agency and contains guidance as to how much time should be taken off for most illnesses / infections.

What will the School do?

Contact parents at home or at work if we do not hear from you by 9.30am on the first day of absence. If contact cannot be made then a message will be left. Where there is concern for a pupil we will continue to try and make contact.



What should parents do?

Contact the school promptly to report an absence:

Ring the school on the first day of absence by 9.30am with a reason for absence. You can leave a message at anytime on the school answer machine. If you know your child will be away for more than one day please advise us of their expected return date. When your child returns to school, we will need a letter explaining the reason for the absence, otherwise it will be recorded as unauthorised.

Understand there are times at school which are particularly important

For year 6, vital preparation and assessments occur prior to and during the month of May respectively.

Arrange for or encourage your child to arrive at school on time.

Pupils who arrive after the start of the school day have trouble settling into the school routine. They can miss out on essential information being passed onto the rest of the class/school.

Medical/Dental/Optician appointments

Whenever possible make all medical appointments at the end of the school day or outside school hours. 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 the other sibling is either dropped off or collected from school on time.



SAM Says:-

Every lesson in school matters, children who have time off find it difficult to catch up

How we can help

Provide a welcome back

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring the pupil is helped to catch up on missed work and brought up to date on any information that has been passed onto other pupils.

Encourage and recognise

Good or improving attendance will be recognised by the school through a reward system.

Follow up concerns

Help and support is offered to pupils and parents where attendance is causing concern. This may include the school's inclusion officer, a family support worker or a member of the Locality team.

Acknowledge extenuating circumstances and compassionate leave.

We understand that there may, on rare occasions, be unavoidable cause for absence e.g. illness of a close relative. Although it is important that children's education suffers as little as possible, these requests will be viewed with compassion.



SAM Says:-

Research has shown that children who are not in school are most vulnerable and easily drawn into crime. Those children who play truant are more likely to commit crime.

Type of illness	Recommended period to be kept away from school	Comments
Diarrhoea or vomiting	24-48 hours since last episode	This may vary in each case, please contact school for further advise
Flu	Until recovered	
Whooping Cough	5 days from commencement of antibiotics or 21 days from onset if no antibiotic treatment	After treatment non-infectious coughing may continue for many weeks.
Conjunctivitis	None	
Head Lice	None	Recommended use of proprietary hair conditioner combed through the hair with a nit comb
Mumps	5 days from onset of swelling	
Thread Worms	None	Treatment is required for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need antibiotics
Chicken Pox	5 days from onset of rash	Chicken Pox can effect pregnant women if they have not already had the infection- please call school
Cold Sores	None	Avoid contact with sores
German Measles	6 days from onset of rash	If a pregnant women comes in contact with German Measles she should inform her GP immediately. Please call school
Hand, Foot and Mouth	None	
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotics	Antibiotics can speed the healing process and reduce infectious period
Measles	4 days from the onset of rash	If a pregnant women comes in contact with Measles she should inform her GP immediately. Please call school
Slapped Cheek	None	If a pregnant women comes in contact with Slapped Cheek she should inform her GP immediately. Please call school
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms



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