



Hazeldown Primary School

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SCHOOL ATTENDANCE

Please keep this leaflet for future reference

Illness

We authorise three periods of illness in a half term before requesting medical evidence for any future absences. Evidence may be a bottle of prescribed medicine, a doctor's appointment card, a photocopy of a log of any telephone consultations or a specific letter from a doctor if it is deemed necessary. Failure to supply evidence, if it has been requested, may result in an unauthorised attendance mark.

Medical Appointments including Dentist

Medical appointments should not be made in school time unless it is unavoidable. If they are unavoidable and are local, we will expect children in school for registration if the appointment is after 10am. Parents will need to come back to school to collect their child. If it is an appointment that is not local (i.e. Torbay Hospital) children will be expected to attend registration if their appointment is after 10.30am. Evidence of appointments will be requested by office staff. Failure to supply evidence will result in an unauthorised attendance mark. A full day off for a medical appointment is unacceptable unless the treatment your child has received has made it difficult for your child to return to school.

Sickness and / or Diarrhoea

Children should stay at home if they have any form of sickness and / or diarrhoea and should not return to school until 48 hours have past since the last episode.

Covid-19

Covid is still with us but now considered one of several infectious conditions and, as such, is managed in line with other infectious conditions with normal, reasonable precautions taken. Children should stay at home if they experience symptoms of any flu like illness with a fever, and not return to school until 48 hours after a fever / temperature has passed.

Funerals and Wedding

For local funerals & weddings we will authorise one day of absence. For funerals and weddings that are not local we will allow time for travelling, depending on where they are being held.

Lateness

Children can come into school between 8.30am and 8.50am. Parents can choose within this timeframe to suit their needs. All children should be in their classrooms by 8.50am to be registered. If they arrive between 8.50am and 9.00am they will receive a Late mark (L) and for any arrival time after 9.00am, an unauthorised Late mark will be issued.



Learning for Living

Illness of other family members

If a parent is unwell and unable to get their child to school, it will be marked as unauthorised. If you have no-one able to help local taxi companies are used to bringing children to school safely. If you telephone the school office informing them of the situation, they will ensure a member of staff at the school gate sees your child into school safely. If they arrive late, due to the unforeseen circumstances, ask the driver to bring your child to the door. Office staff will then register them and make sure they get to class.

Holiday

Absence is not authorised for family holiday unless the circumstances are exceptional.

Clarification on Penalty Notices

Penalty notices are issued if your child has ten sessions (five days) of unauthorised absence. Unauthorised absences can be for holiday, medical appointments, and illness without requested proof, lateness and any other reason deemed unacceptable by the Headteacher. The cost of a penalty notice is £60 per parent, per child, if paid within 21 days or £120 per parent, per child, if paid after 21 days and before 28 days. If a second penalty notice is issued within a two-year period a fine is not issued, but you will be summonsed to appear in court under Section 444 of the Education Act 1996. If you are summonsed under Section 444(1) of the Act this carries a maximum fine of up to £1000. If you are summonsed under Section 444(1)(A) of the Act, this currently carries a maximum penalty of £2500 and/or 3 months imprisonment.

Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school and some children may find it difficult to renew friendships with their classmates.

The law requires parents to ensure their children receive a full-time education and every minute of every day is important. Please help them not to miss any of this valuable time.



Learning for Living

HOW WE KEEP IN TOUCH WITH YOU REGARDING YOUR CHILD'S ATTENDANCE

We have a series of letters, written alongside the Education Welfare Officer, which we send out when certain trigger points are hit. They are colour coded Green, Amber & Red.

Green Letter: This letter is sent out if your child's attendance drops below 95%. It is a letter warning you, that although your child's attendance is acceptable now, it has dropped into the 'danger zone' and further absences may well trigger further action.

Amber Letter: This letter is sent out if you have already received a Green Letter and your child's attendance has continued to fall to below 93%. The letter will invite you to attend a meeting with the headteacher to explain your child's absence and to try and work out if the school can support you in any way to improve your child's attendance.

Red Letter: This letter is sent out if you have already received both the Green and Amber Letters and your child's attendance has continued to fall to below 90%. At this point your child is considered a 'Persistent Absent' student. The Education Welfare Officer will now be involved with your case. You will be invited to a second meeting with the headteacher, and the Education Welfare Officer may also be in attendance.

Continued poor absence, for reasons not deemed acceptable by the school or Education Welfare Office will be dealt with by the Educational Welfare Officer. If you, as a parent/carer, do not follow any plan or contract set out by the officer you may be fined or served with a court summons.

If you have any queries relating to attendance, please contact the school office in the first instance or the Education Welfare Office who can be contacted on 01392 287223.

HOW WE CELEBRATE ATTENDANCE

Whole class attendance is celebrated weekly. The class with the highest percentage is awarded with an extra fifteen minutes of playtime.

Individual awards are sent out termly.

Bronze Award – A letter from the headteacher and a Bronze certificate will be sent home if your child has 100% attendance for the whole of the autumn term.

Silver Award – A letter from the headteacher and a Silver certificate will be sent home if your child has 100% attendance for the whole of the autumn and spring terms.

Gold Award – A letter from the headteacher and a Gold certificate will be sent home if your child has 100% attendance for the whole year.



Learning for Living

Days absent – Weeks absent (per school year)	Percentage of school year missed.	Overall attendance (1 school year).
5 days (1 week)	2.6%	97.4%
10 days (2)	5.2%	94.8%
15 days (3)	7.9%	92.1%
20 days (4)	10.5%	89.5%
25 days (5)	13.2%	86.8%
30 days (6)	15.8%	84.2%
35 days (7)	18.4%	81.6%
40 days (8)	21%	79%
45 days (9)	23.7%	76.3%
50 days (10)	26.3%	73.7%
55 days (11)	28.9%	71.1%
60 days (12)	31.6%	68.4%
65 days (13)	34.2%	65.8%
70 days (14)	36.8%	63.2%
75 days (15)	39.4%	60.6%
80 days (16)	42.1%	57.9%
85 days (17)	44.7%	55.3%
90 days (18)	47.3%	52.7%
95 days (19)	50%	50%

- 190 days in school year (38 weeks).
- 1% of this is 1.9 days.
- Therefore, approx every 2 days of school missed will lower the yearly percentage of a student/pupil by 1%.