

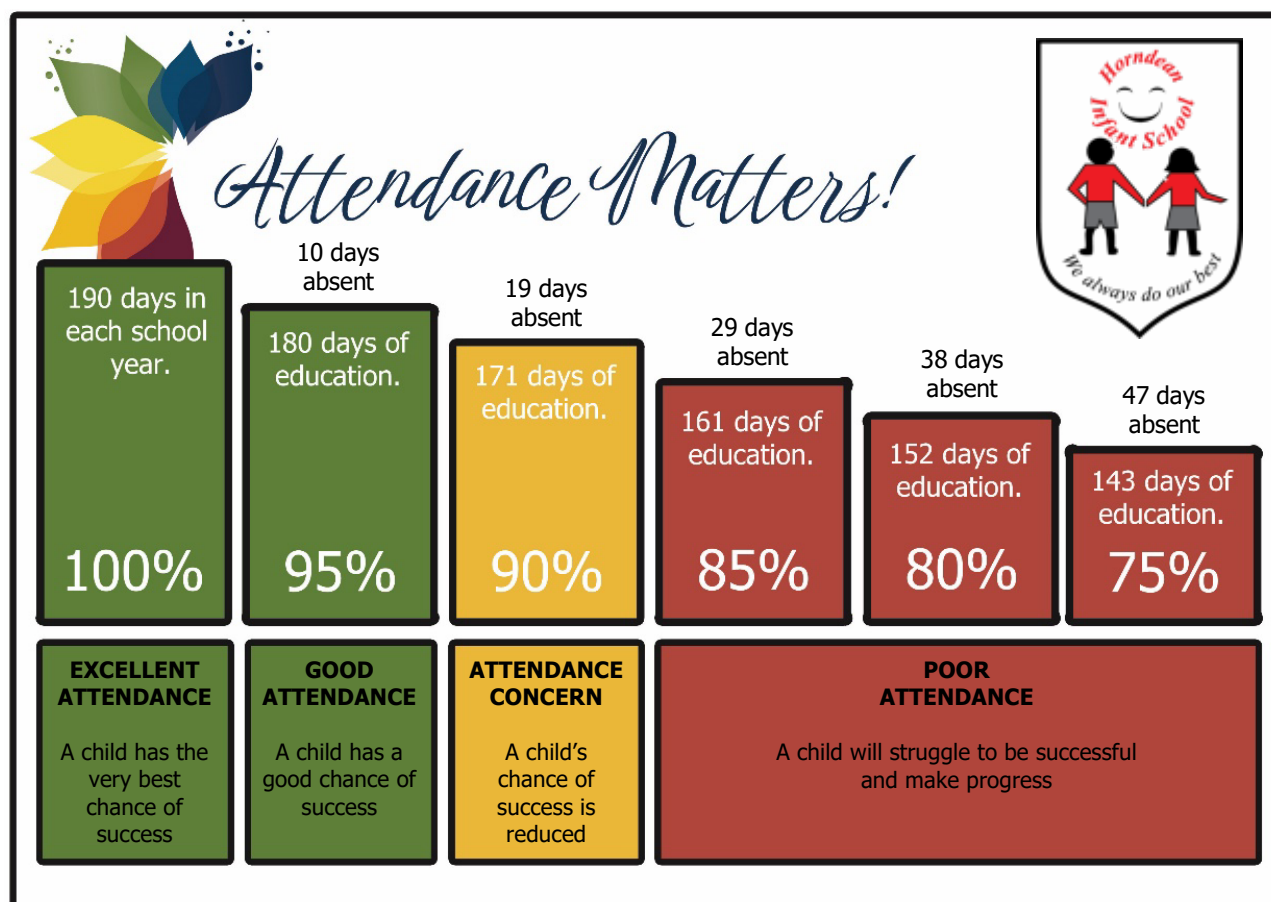
HORNDEAN CLUSTER OF SCHOOLS
HORNDEAN INFANT SCHOOL

'Every Day Counts'

A Guide to Attendance Expectations

At Horndean Infant School we believe that every child gets one chance to get the best education. If they are not in school, they are not learning. **Every day counts.**

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents who ensure their child's attendance is above 95%. Absence should only occur in the extreme of circumstances.



The graph above shows the impact of any drop in attendance with regards to the number of days of learning that are lost. When learning is lost in this sense, it is almost impossible for a child to catch up.

It is a known fact that the performance of children with **poor levels of attendance** will be adversely affected by not being in education and they will fall behind their peers in terms of progress and sometimes their social development too. When a child has poor attendance, other issues can then develop including a drop in self-confidence and sometimes barriers appear regarding returning to school (sometimes referred to as school refusal). If a child is not in school and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly. Please take the time to view the information contained in this document which explains the framework we operate within, to manage attendance at our school.

How parents and carers can encourage good attendance:

- Expect your child to go to school every day and ensure that your child knows this.
- Ask your child about their day at school and talk about what they might be doing in the future at school.
- Approach the school sooner rather than later, if you have issues with attendance.
- Arrange routine appointments, such as dental check-ups, outside of the school day.

Who is involved in attendance monitoring?

At school, our Class Teachers, Year Leaders, Senior Leaders and Admin Staff work together to monitor and challenge attendance as part of their daily work. Parents should make daily contact with our admin team to report their child's absence and rest assured that staff will contact parents to come and collect a child who has become more unwell.

For additional guidance on general school attendance management please visit the Hampshire County Council website:



ATTENDANCE GUIDANCE FOR PARENTS

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Parental attitude has a key influence on a child's school attendance and parents can do much to encourage even reluctant children to attend.



HAMPSHIRE COUNTY COUNCIL GUIDANCE ON ATTENDANCE

<https://horndeantc.hants.sch.uk/wp-content/uploads/2022/04/Hampshire-Guidance-on-Attendance.pdf>

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Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends school. We thank those parents who ensure their child's attendance is **above 95%**. Absence from school should only occur in the extreme of circumstances and holidays taken in term time will **not** be authorised.

Reasons for Absence:



Lack of Sleep - Please still send your child into school with a note or email to let their class teacher know they are likely to be tired.



Absent, but able to Learn - Please support your child in reading their levelled book that is sent home. They can also access year-group specific learning in all curriculum subjects via the Oak National Academy website

<https://classroom.thenational.academy/subjects-by-key-stage/key-stage-1>

We can make a number of adaptations to get children back into school sooner than might be expected if recovering from an operation or injury.



Ongoing Medical Absence - It may be necessary for us to request medical evidence* advising that a child is unfit to attend. This must also state how long this will be for.



Please note that the Education Act 1996 places the responsibility on parents to provide medical evidence when requested by the school. There is an 'Information Sharing Consent Form' available from GP practice where a parent can give consent for the GP to share information about their child.



Appointments - Medical and dental appointments should be made outside of the school day wherever possible. As a school, we only authorise a maximum of half a day for a single medical appointment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar; there are exceptions to this if a child is having longer or specialist medical treatment.



Absence either side of a school holiday - We do not authorise absences either side of school holidays unless evidence is provided of genuine and exceptional reasons for absence. **Unauthorised absence could result in prosecution.**



Absence of siblings - The absence or illness of a child should not affect the education of their siblings. If a child 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 on time.

Absence for Holiday:



School holiday dates are issued to parents and published well in advance on our school website.



Holidays in term time will **not** be authorised. Requests for absence may be authorised if there are exceptional circumstances, but the length of time authorised is likely to be limited.



FIXED PENALTY NOTICE INFORMATION

<https://www.hants.gov.uk/educationandlearning/legalintervention/measures>



REQUEST FOR ABSENCE FORM

if you would like to request an absence be authorised you will need to complete a 'request for absence' form. You can collect a 'request for absence' form from our school office.

NHS Guidelines for Illnesses:

Please see the following link for guidance from the NHS on when to keep students home unwell:



NHS LIVE WELL GUIDANCE

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

- There remain a lot of absences for common coughs and colds. Please treat these minor illnesses with some paracetamol/Calpol prior to the school day
- Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache or sore throat, then as with adults, the medical advice is to give them paracetamol and send them to school. We are likely to challenge an absence if these are given as reasons. We will always contact you if your child's condition worsens or if we believe their illness is contagious such as Chickenpox, vomiting, etc.
- A polite reminder that Government guidelines state that the authorising of any absence from school is at the discretion of the individual setting and not an automatic right.

Home Visits:

As a direct result of the known impact on children's success in school, we are under increasing pressure to ensure that children are attending school, with a minimum expectation of 95% attendance. As a school, we have a policy that when a child's attendance is low, no reason is given for absence, or we are repeatedly told they are unwell without details or medical evidence, we will seek further clarification of these reasons. We may carry out home visits to do this. It could be conducted at any stage of an absence to help support a child coming back into school. These may be arranged in advance or unannounced.

Reporting Absences:

- Remember to contact the school by telephone or parentmail for any absence, explaining the reason. Parents should contact the school EVERY DAY that their child is absent. If this is not done, then school staff will need to make attendance phone calls for safeguarding reasons.
- If there isn't a reason for absence provided, Year Leaders complete attendance phone calls to establish reasons. **At this point of concern, we may also conduct home visits.**
- During out of office hours or at busy times the phone could go to an answerphone, or you can email our admin team via adminoffice@horndean-inf.hants.sch.uk to inform us of an absence.

In leaving a message via answerphone or email, please tell us the following information:

1. Your name.
2. The name of the child who will be absent (or late).
3. The child's Class.
4. The reason for absence. This needs to be a clear explanation. Simply reporting them as 'Unwell', 'Poorly' or 'Sick' is not acceptable.

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