

Medical Appointments

If possible, any appointment should be made out of school time. Where this is unavoidable, your child should miss the minimum amount of school time necessary. You will need to provide proof of the appointment at the school office.

If your child is well enough to return to school following the appointment they should do so.

Holidays/Leave of Absence

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting a leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application. If the leave is granted, the Headteacher can also determine the number of days the child may reasonably be away from school.

Parents/carers should complete a '**Leave of Absence Form**' at least one month before any leave is required and hand it in to the school office, together with supporting evidence.

If the leave of absence is not authorised, the parent/carer will receive a letter from the headteacher, which will include a warning that a penalty notice may be issued if the leave is taken.

If the absence is not authorised and the leave is taken without permission, schools are now required to inform the **Access and Inclusion School Attendance Team** who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. If the penalty notice is not paid within 21 days it will increase to £120 if paid between 22 and 28 days. If the higher penalty is not paid within 28 days, the Access and Inclusion School Attendance Team will then institute legal proceedings against the parent/carer in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure the child attends school regularly.



Attendance Policy

Every Day Counts



Essential Information for
Parents and Guardians 2023/24

Excellence in Everything

Attendance

The law states that parents have a legal obligation to ensure that their child attends school regularly. Research has shown that poor attendance has an impact on achievement and confidence in school. Children who attend school regularly also have better social skills and stronger friendship groups. If you have any concerns about your child's attendance please contact the school so we can work together to improve the situation.

Absence

If your child is absent you must:

- Contact the school each day that your child is absent before **9:15am** and provide reasons for the absence.
 - Provide medical evidence to support the absence if required.
 - Follow coronavirus procedures to ensure the safety of students, staff and our school community.

You can report your child's absence via telephone or email.

Phone: 01702 468048

Email: office@hjs.porticoacademytrust.co.uk

Failure to follow these steps may result in an unauthorised absence for your child. An unauthorised absence can be recorded on the register when there is no valid reason provided, a leave of absence is not approved by the school, the child is late after the

Illness

Your child should not attend school if they have sickness or diarrhea; once they have been clear for **48 hours** they may return.

Do not send your child to school with an unexplained rash until you have contacted your doctor or a pharmacist.

If your child has a slight ear or toothache they should come to school if well enough to do so. If pain persists they should see a doctor or dentist.

Should your child present with any **Covid 19** related symptoms, please follow the **current UK Government guidance**.

Please remember that early morning aches and pains do often pass so do not feel you need to keep your child at home just in case. Should your child become unwell during the day we will contact you. If you are in any doubt please contact the school office.



Lateness

Children should arrive at school between **8:40am and 8:50am**. Registers are taken at 8:50am, therefore if your child arrives after this time they could receive a late mark. Children arriving after 9:15am may receive an unauthorised absence mark. Please remember that late arrivals have a significant impact on lesson time and cause disruption to both the children's and teacher's day.

Persistent Absence

If your child's attendance falls to 90% or below, including unauthorised absences, this is considered by the Government to be **persistent absence** and may result in a referral to the Local Authority's Access and Inclusion School Attendance Team.

190 days at school Full attendance	100%	Excellent attendance
7 days absent 183 days at school	97%	Expected attendance
19 days absent 171 days at school	90%	Below expected attendance
29 days absent 161 days at school	85%	Poor attendance. Less chance of success at school.
38 days absent 152 days at school	80%	Very poor attendance. Serious impact upon education.
47 days absent 143 days at school	75%	Extremely poor attendance. Impact upon education and life chances.

