

## **ATTENDANCE AND ABSENCE PROCEDURES**

### **IMPORTANT INFORMATION**

*Section 7 of the Education Act 1996 states 'If a child is registered at school, it is the duty of the parents to ensure their child attends regularly'.*

Your child's attendance is one of the greatest factors to affect academic success. It is also monitored on a regular basis by both the school and Portsmouth City Council via the School Attendance Team. Please remember that poor attendance will always be followed up and if an improvement is not seen, the Local Authority can take legal action by issuing a Fixed Penalty Notice against the parent(s).

These are our absence procedures which need to be *strictly* adhered to:

#### **Sickness**

- Please phone the school by 9am on the first day that your child is absent. If they are absent for more than one day you will need to phone on a *daily* basis to confirm that your child is still ill.
- If you do not phone, our Admin Officer Mrs Hipkin, will phone you once she has seen the morning registers. Please be aware that by failing to contact us, you run the risk of your child being given an unauthorised absence.
- If you are unsure whether to send your child to school because of illness, we will be happy to give advice which has been given to us by the Local Health Authority. Children should not be kept away from school for minor complaints.
- Prescription medication and Calpol can be administered on request. This will be subject to permission forms being completed in advance. These forms are on our website or you can complete one at the school office.
- If we discover that an absence for sickness is not genuine we will unauthorise that absence.

#### **Medical Appointments**

- As the children are home for 12 weeks a year and finish at 3.10pm each afternoon during term time, we ask that all non-urgent medical and dental appointments are made *out* of school time.
- If your child **has** to attend a medical or dental appointment during school time they should still attend school both before and after the appointment. We will need to see a letter or card confirming the appointment
- **THEY SHOULD NOT BE KEPT AWAY FROM SCHOOL FOR THE WHOLE DAY**

#### **Holidays in Term Time**

- Holidays during term time will NOT be authorised.
- Please note if a holiday is taken without permission from the Headteacher and our Chair of Governors, a Fixed Penalty Fine may be imposed by Portsmouth City Council's School Attendance Team.

#### **Other Unauthorised Absences**

- Mother or father being ill
- Family work patterns
- Parent's desire for company

- Indulging a child who wants to stay at home
- Child's birthday
- Shopping trips

*Please remember that if your child is more than 30 minutes late arriving at school, this will be counted as an unauthorised absence for that session.*

**Authorised Absences**

For any absence other than illness/medical a 'Leave of Absence' form MUST be completed (LOAF) and handed to the Headteacher at least 10 days in advance. These are available either from the school office or on our website.

Authorisation of any absence will be the decision of the Headteacher and the Chair of Governors.

Requests for absence can include:

- Exceptional circumstances i.e. weddings and funerals
- Religious observance
- Sporting activities

These will be considered on an individual basis.

|   |  |   |  |            |                           |
|---|--|---|--|------------|---------------------------|
| <b>175 NON SCHOOL DAYS A YEAR</b> for holidays, birthday days out, shopping trips and routine medical, dental and other appointments. |  |   |  |            |                           |
| <b>190</b><br>School<br>Days<br>In<br>Each<br>Year<br><br>(38 weeks)  | 10 days absence                                    |   |  |            |                           |
|   | <b>180</b><br>School<br>Days<br>In<br>Each<br>Year | 19 days absence   |  |            |                           |
|   |  | <b>171</b><br>Days<br>At<br>School  | 29 days absence = equivalent of half a term missed |            |                           |
|   | <b>161</b><br>Days<br>At<br>School                 |   | 38 days absence                                    |            | <b>47</b> days<br>absence |
|   |  | <b>152</b><br>Days<br>At<br>School  | <b>143</b><br>Days At<br>School                    |            |                           |
| <b>100%</b>   | <b>95%</b>   | <b>90%</b>  | <b>85%</b>   | <b>80%</b> | <b>75%</b>                |
| <b>GOOD</b>   |  | <b>WORRYING</b>   | <b>SERIOUS CONCERN</b>                             |            |                           |
| Best chance of success  |  | Not fair on your child, making it harder for them to progress<br><br>Possible issue of Fixed Penalty Notice and Court Action. |  |            |                           |