

# Attendance Matters

This leaflet provides information and advice on attendance. Our full attendance policy can be found at: [Attendance Policy](#)

## **WHOLE SCHOOL ATTENDANCE TARGET – 97%**

At the South Hams Federation, we aim to ensure that all children receive an education that maximises opportunities for each pupil to reach their full potential. In order to achieve this, we work hard to provide a welcoming and caring learning environment where every member of the school community feels valued.

### **Every School Day Counts!**

In order for our pupils to achieve their very best it is important that their attendance is good. Every lesson really does count for your child and catching up on lost time from school can be really difficult. Good attendance is linked to increased achievement, positive relationships with other children, and improved learning behaviours. As parents/carers it is **YOUR** responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

The school is required by **LAW** to record rates of absence to include unauthorised absence. It is therefore imperative that registers are accurately marked and unexplained absences are investigated.

## **What will we communicate with you?**

<b>All parents</b>	Parents will receive details of their attendance once a term
<b>&lt; 95%</b>	Parents will receive an initial letter outlining the concerns about attendance – enclosed Early Help leaflet.
<b>If attendance continues to fall or does not show improvement</b>	Parents will receive a second communication which invites parents to meet with a school representative to discuss how we can work together to improve the child's attendance and create an action plan.
<b>Where continued support is needed</b>	Action plans will be reviewed on a monthly cycle to ensure attendance continues to improve and support removal of barriers to attendance.
<b>10 sessions of unauthorised absence</b>	10 sessions (5 days) of unauthorised absence will be reported to the Local Authority and fines may be issued to BOTH parents. Please see the attendance policy for more information.

***The local authority is notified of any further decline for consideration of next steps, this may involve legal action.***

## Impact on Learning

95%	<b>45 LESSONS MISSED EACH YEAR</b> 9 days in total or 1 week and 4 days
90%	<b>95 LESSONS MISSED EACH YEAR</b> 19 days in total or 3 weeks and 4 day
85%	<b>140 LESSONS MISSED EACH YEAR</b> 28 days in total or 5 weeks and 3 days
80%	<b>190 LESSONS MISSED EACH YEAR</b> 38 days in total or 7 weeks and 3 days

## Your Role as a Parent/Carer

**You play a very important role in ensuring the good attendance of your children.** All parents/carers want the best for their children and a good education helps to ensure that children have the best start to life. School equips them for succeeding both academically and socially so that they can achieve academically and learn how to make and manage relationships.

Parents/Carers should notify the school of absence by 8:50am. You are expected to contact the school for each day of absence for Safeguarding purposes.

## Holidays in Term Time

School holidays are published well in advanced and parents/carers are expected to plan and take family holidays at this time so as not to disrupt their children's education. In exceptional circumstances the Headteacher has the discretion to authorise leave in term time but parents/carers should be aware this is not a legal entitlement.

With only 190 statutory school days a year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments, holidays etc.

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013**, states that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

# Authorised & Unauthorised Absences

## Authorised Absences

Absence for the following reasons is normally authorised but patterns of absence will be monitored and investigated if necessary. More detailed absence information is available from the Attendance Policy on the school website.

**S2 Form** The **LAW** states that the Headteacher can authorise absence in exceptional circumstances and that this must be sought in advance of the proposed absence using the **S2 form** on the school website

**Illness, medical appointments, funerals, external examinations, school visits, exceptional and unavoidable circumstances.**

## Unauthorised Absences

More detailed information on absences from the Attendances Policy on the school website. Examples of unauthorised absence are shown below:

**Looking after younger children/sick relatives, attending concerts/events, birthdays (student/relative), relatives visiting/visiting relatives, resting after a late night, holiday during term time, attending events/ appointments of relatives, truancy and any absence school is not informed about.**



UK Health  
Security  
Agency



# Should I keep my child off school?

## Yes

### Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

## No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

### Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

