

# Flourish Together Federation



## Attendance Information Booklet



**Nurture, Grow, Shine**



# What we encourage...



We believe it is vitally important for children to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage children to become responsible and resilient individuals, which will serve them well in their future working lives.

Every child, in line with the Government's expectations, is expected to maintain a high level of attendance (at least 95%). We hope that you appreciate how crucial good school attendance is to your child's progress, achievement and chances in life and we look forward to working with you to ensure that your child's attendance is the very best it can be.

## Benefits of good school attendance

Children with good attendance:

- Feel happier and gain in confidence
- Achieve more academically and keep up with work more easily
- Develop well socially and find it easier to make and keep friends
- Establish good educational habits and routines at an early age
- Are able to make a positive contribution to school life in general
- Are much more settled into school life.
- LEARN!

All of these are important life skills for your child



## How do we promote, monitor and improve attendance?

- We monitor your child's attendance on a fortnightly basis
- We reward the class with the highest attendance- these figures are displayed in school
- Parents are informed of each year groups' attendance on a fortnightly basis, via the newsletter
- Attendance information for your child is provided at least three times a year

### Good Attendance means...

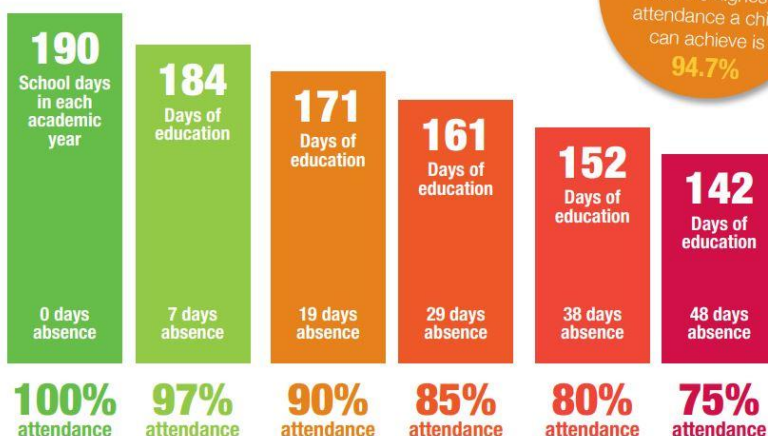
Being in school at least 97% of the time or 184 to 190 days

#### Remember

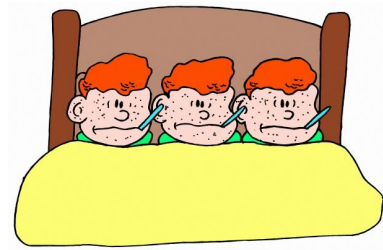
Education is important - don't miss out!

#### Did you know?

A two week holiday in term-time means that the highest attendance a child can achieve is 94.7%



# Absences



## Authorised Illness Absences

**We will authorise absence for:** infectious diseases, vomiting, diarrhoea, throat/chest infection etc.

We understand that there are times when children are clearly not well enough to be in school. However, there are also many times when they are kept off with minor illnesses, such as mild stomach ache, headache, coughs and sniffles, when they could have coped in school.

Here is a useful guide:

Common illness	Guidance on Infection Control in Schools (HPA 2010)
Chickenpox	Should be off school until Five days from onset of rash
Cough and cold	May attend school
Conjunctivitis	May attend school but should see their GP for medication
Diarrhoea and vomiting*	Should be off school whilst symptomatic and 48 hours after the last symptoms
Flu (influenza)	A child should not attend school until they have recovered
Hand foot and mouth	May attend school
Head lice	May attend school
Impetigo	Should be off school until lesions are crusted /healed or 48 hours after starting antibiotic treatment
Measles	Should be off school for four days from onset of rash and recovered
Mumps	Should be off school for five days after onset of swelling
Rubella (German measles)	Should be off school until for four days from onset of rash
Scarlet fever	Should be off school until 24hrs of appropriate antibiotic treatment completed
Slapped cheek	May attend school
Tonsillitis	May attend school if feeling well enough
Warts and verrucae	May attend school
Whooping cough	Should be off school until for two days from starting antibiotic treatment



**If you are in doubt, please send your child into school** while informing the class teacher or the school office so we can monitor them throughout the day. If your child is too unwell to remain in school, of course, we will contact you.

### Other authorised absences:

There are a number of other reasons when you may feel that you need to keep your children at home. However, only a handful of these reasons are likely to be authorised absences. These may include:

- A hospital or emergency appointment (we expect all other medical appointments be made outside of the school day)
- An unexpected family emergency
- A religious observance
- A funeral of a friend or family member

## Unauthorised Absences

Your child **should not** be absent if:

- The weather is bad
- They had a late night
- It is their birthday
- You have family visiting
- You need to go shopping
- Absence of siblings if one child is ill
- Inadequate clothing/uniform
- Confusion over school dates
- Family Holidays



**If no explanation is received, absences will not be authorised.**

### Penalty Notices

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016 and revised in April 2017.

A Penalty Notice can only be issued in cases of absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions or period of 50 days of schooling – these do not need to be consecutive. A Penalty Notice can also be issued where an excluded child is found in a public place during school hours. (Please see our Attendance Policy for full details on Penalty Notices and procedures).

If a child misses	That equals...	Which is...	And over 13 years of school that's...
1 day per fortnight (90% attendance)	19 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week (80% attendance)	38 days per year	8 weeks per year	Over 2 ½ years
2 days per week (60% attendance)	76 days per year	16 weeks per year	Over 5 years
3 days per week (40% attendance)	120 Days per year	24 weeks per year	Nearly 8 years