

## Reporting your child's absence

To report your child's absence from school, please call the school office before 09:30am on 020 8680 0747 or email [attendance@parkhill-inf.croydon.sch.uk](mailto:attendance@parkhill-inf.croydon.sch.uk)

Absence should only occur when a child is unfit to learn, where there is an exceptional circumstance or the child has a day of religious observance.

Your child should be in school unless they are too unwell to learn. If you are unsure of the recommended period for children to be kept away from school for an illness or infection, please use our guide for when children can come to school with an infection—this is available on our website. Alternatively, you can call the school office or check with your GP surgery/ pharmacist.

### Medical evidence

Please schedule all non-urgent medical appointments (out of school hours and during school holidays.) If your child attends a medical appointment in school hours, please provide the appointment card/ letter or screenshot of the appointment text to the school office.

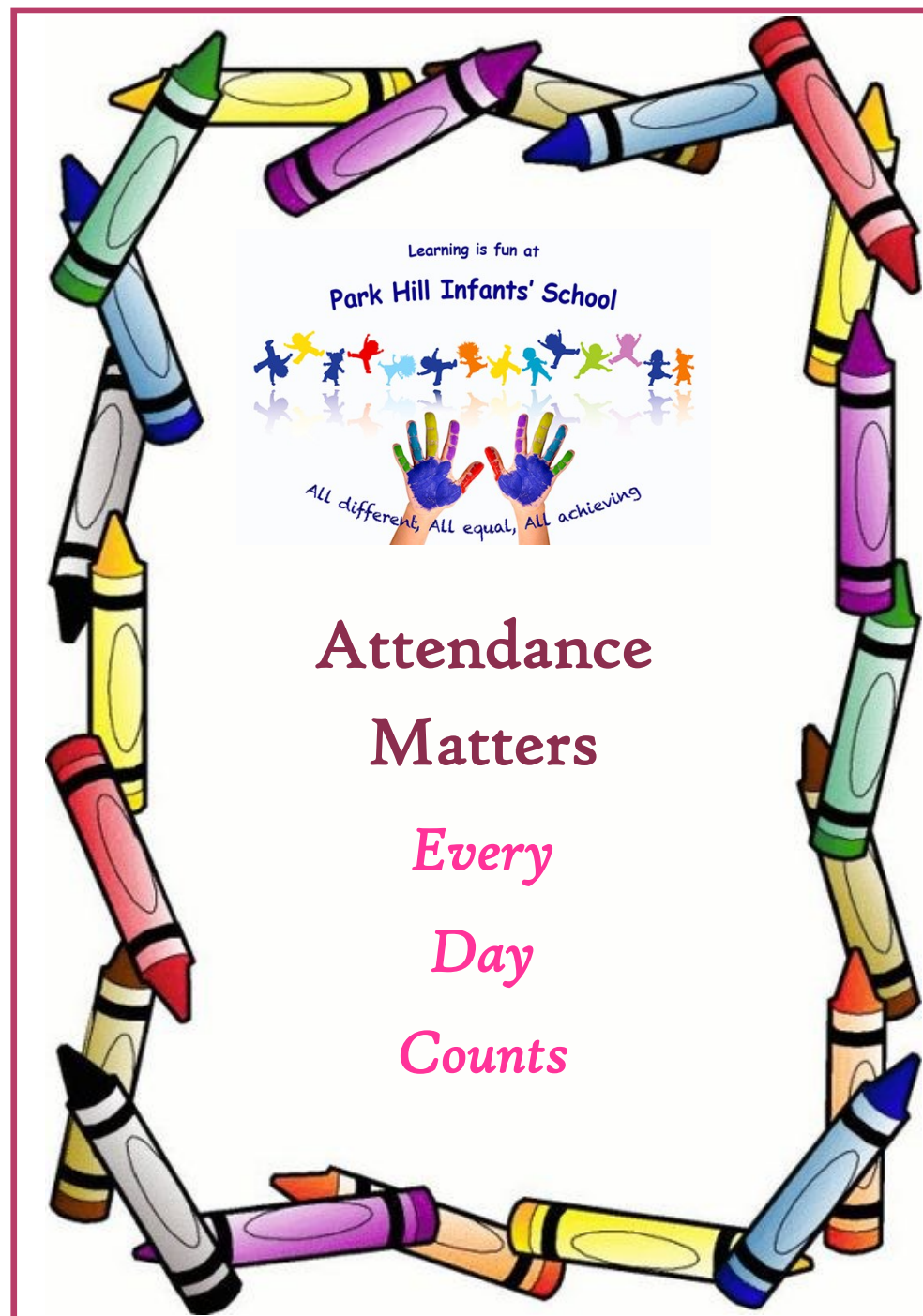
We request supporting medical documentation for absences due to illness lasting 3 days or more when the child's attendance is below 90%.



### Administering Medications in School

We can administer some medicines in school, including Calpol, Nurofen and antibiotics. You will need to come to the school office to complete a parental consent form for administration of **any medicines**, including Asthma pumps. If your child has Asthma, we will an Asthma pump to be kept in school along with a copy of their Asthma Care Plan.

Please keep us updated of any changes to your child's medical needs so that we can ensure we have appropriate staff training and access to Individual Healthcare Plans (where required.)



## School is the best place for children to be

Being at school keeps children's education on track, so they can achieve their full potential, whilst also benefitting their mental and physical health and wellbeing.

The benefits for children with good attendance and punctuality include:

- More confidence in themselves and their learning
- Greater opportunities to experience extra curricular opportunities available to them at school
- Positive self esteem that comes with knowing they have achieved their best at school
- The ability to make and maintain strong friendships

Research shows that children with poor attendance are at a disadvantage later in life. They often:

- Find it harder to make and maintain friendships
- Are less likely to achieve good grades / qualifications
- Have lower motivation and self-esteem and less confidence in school than their peers

Poor attendance and punctuality, even at the earliest age, can affect achievement later in life so establishing good habits from the start of a child's school life helps children to settle more quickly into their new setting and routines. Regular attendance and good punctuality are important for maximising achievement and gaining the greatest benefit from education.

As a parent you are **legally responsible** for making sure your child gets a full time education. This means making sure they attend school regularly.

As a school we have a **legal responsibility** to advise parents if their child's attendance is low.

## The Education Welfare Officer (EWO)



Our EWO, Mrs Nicci Wayne, visits the school every two weeks to monitor attendance and make contact with families for any pupils whose attendance has fallen below the expected level.

When attendance begins to decline, as a school we may decide to:

- Send a letter advising you of the decline in your child's attendance
- Invite you to a meeting in school to discuss your child's attendance with members of the Headship Team to determine if there are any issues preventing your child from attending school regularly
- Make a referral to Mrs Wayne, our EWO

### If a referral is made to Mrs Wayne:

- Mrs Wayne may write to you or phone you to arrange a meeting to further discuss your child's attendance.
- You may be issued with an Attendance Contract
- You may be referred to the Local Authority for the consideration of a Penalty Notice.

### Reasons for Penalty Notices/Prosecution Term Time Leave of Absence

**Term time leave:** Our EWO can apply to the local authority for a penalty notice if there are **5 or more days of consecutive absence** due to term time leave.

**Unauthorised Absence:** Our EWO can apply to the local authority for a penalty notice if there are **10 or more sessions of unauthorised absence in a 10 week period**. These absences can be a combination of the following codes:

- G - Term Time Leave of Absence
- O - Unauthorised Absence
- U - Unauthorised Late Arrival After the Close of Registers

## Term Time Leave

The Education Regulations 2013 make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. **All family holidays and any term time leave should be arranged to be taken outside of school time.** We are able to grant one day of leave for Religious Observance.

If you have exceptional circumstances and wish to request a leave of absence during term time, please contact the school office on 0208 680 0747 or email [attendance@parkhill-inf.croydon.sch.uk](mailto:attendance@parkhill-inf.croydon.sch.uk) to request a meeting with a member of the Headship Team **as far in advance of the requested leave period as possible.** After the meeting, if you still require term time absence from school you will be asked to complete a Leave of Absence request form and return it to the office prior to the start date of the requested leave period.

We will continue to support you and your families in times of crisis and all requests for leave during term time will be considered on an individual basis. If permission is not granted, but the leave is still taken, you may be referred to our EWO and/or the local authority for consideration of a Penalty Notice.

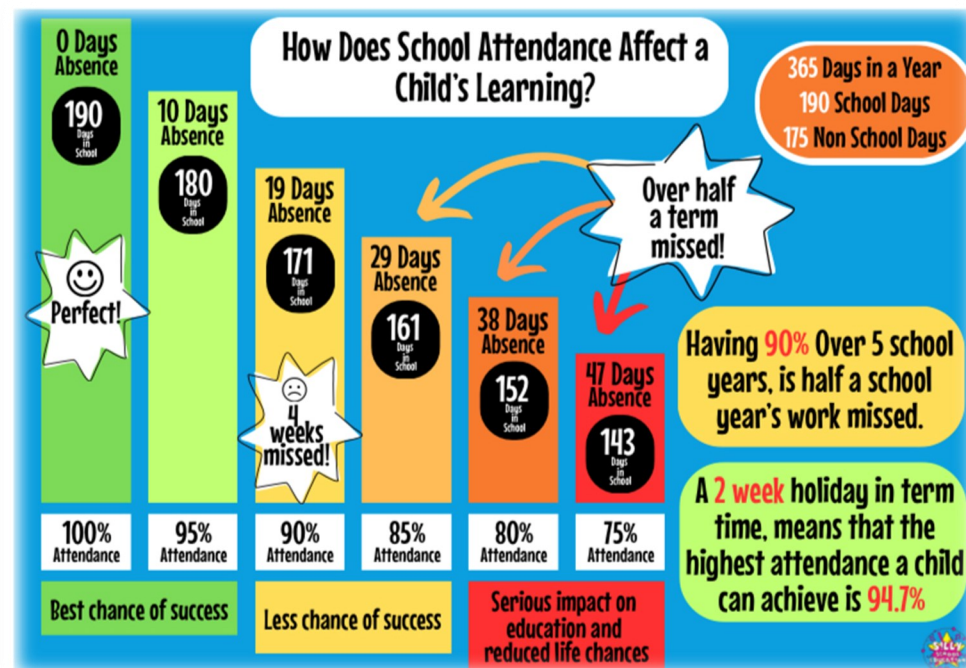
### New attendance framework:

Please be mindful if there are ten sessions of unauthorised absence recorded within a ten-week period a referral could be made to the local authority and a penalty notice may be issued to you. For a first referral the amount being £160 per parent, per child paid within 28 days, reduced to £80 per parent, per child if paid within 21 days. There would be no reduction for a second referral within a three-year period.

Unauthorised absence includes absence without justified cause, including medical evidence not been provided when requested / no communication with school regarding absence / term time absence / late arrivals recorded after registration has closed.

## How Attendance is Calculated

Attendance is calculated from the number of sessions in a school year that a pupil is present out of the total number of possible sessions of attendance.



At Park Hill Infant School, we aim for children to achieve at least 96% attendance for a full school year. If your child's falls below 93% you may receive a letter advising you of the decline in your child's attendance. If there is no improvement, you may be invited to a meeting with a member of the Headship team regarding your child's attendance. And how we can work together to improve it.

### Less than 90%: at least 19 days absence a year

The Government classifies pupils with less than 90% attendance as 'Persistent Absentees.' Parents of pupils in this group may be referred to the Educational EWO and/or may receive a Penalty Notice or legal action taken by the Local Authority.

## What You Can Do to Improve Your Child's Attendance and Punctuality

- ⇒ Schedule all non-urgent medical appointments (i.e. GP appointments and dental appointments) out of school hours and during school holidays
- ⇒ Book family vacations during the school holidays
- ⇒ Set a consistent, regular bed time and morning routine—prepare clothes and pack school bags the night before
- ⇒ If your child seems anxious about attending school, talk to their class teacher or a member of the Headship Team for advice and support about how to make your child feel comfortable and excited about learning
- ⇒ Develop 'back-up plans' for getting to school in case of an emergency in the morning. Call on a family member, a neighbour or another parent/ carer
- ⇒ Ensure that your child has a good breakfast to set them up for the day ahead - there is a Breakfast Club at Park Hill Junior School if you need to be at work early
- ⇒ If you are unsure about the recommended period for children to be kept away from school for an illness or infection, please use our guide for when children can come to school with an infection (available on our website.) Alternatively, you can call the school office on 0208 680 0747 or check with your GP surgery/ local pharmacist.

We take pride in the efforts and achievements of our children.

The class with the highest attendance per term is rewarded with a Fun Day. The Fun Day could be a multi-day for the class, a class party with snacks provided by the school, hot chocolate and a film, face painting etc.

## Give your child the best start

Every school day is crucial right from the very first day in Reception.

At Park Hill Infant School, children learn through whole class teaching and learning sessions, small group focus activities and independent child led and child initiated learning opportunities.

If children are absent from school, they miss these exciting key learning opportunities resulting in gaps in their knowledge and understanding. This can negatively impact their learning and development.



Our school gates open at 9:00am.

Children need to be in class and ready to learn by 9:10am each day, when the register is called.

Minutes Late:	Equates To:
5 minutes late each day	3 days lost per academic year
10 minutes late each day	6.5 days lost per academic year
15 minutes late each day	10 days lost per academic year
20 minutes late per day	13 days lost per academic year
30 minutes late each day	19 days lost per academic year