

# SCHOOL SUCCESS STARTS WITH ATTENDANCE



## Why is it so important to attend every day?

- Pupils with good attendance, generally achieve higher grades and enjoy learning at school more. Having a good education will help to give your child the best possible start in life.
- Learning is a progressive activity; each day's lessons build upon those of the previous day.

## What can parents do to help?

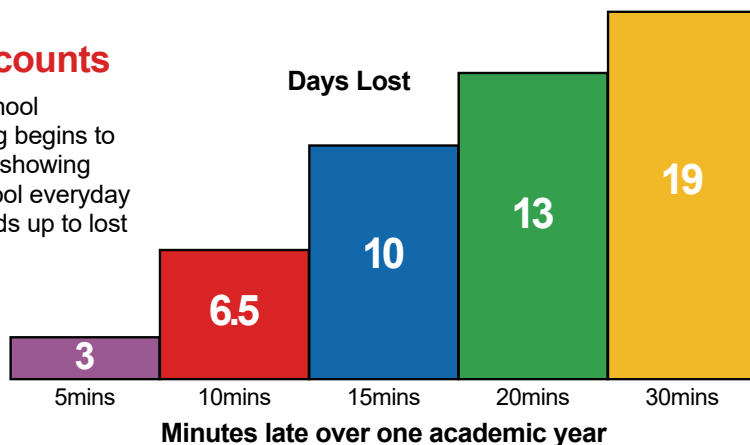
- Make sure that your child attends school regularly and arrives on time – you will establish a good routine that they will carry through their life.
- If your child starts missing school, work with the school and we will help you to improve your child's attendance. We don't have all the answers, but together we are closer to a solution.
- If your child is ill or must miss school for some other reason, contact school immediately.
- The school will not approve shopping trips, family holidays, birthday treats during school hours. Please arrange family holidays so that your child will not miss any learning.

**PENALTY NOTICE:** A penalty notice is a fine issued to parents or carers who fail to ensure their child attends school regularly. If your child accrues 5 school days absence or more in a twelve week rolling period, parents could be issued a penalty notice. This includes taking holidays in term time without the school's permission.

The fine for term-time holidays will be issued per parent, per child of £80 (if paid within 21 days) or £160 (if paid within 28 days). If the fine is not paid, parents will be reported for prosecution.

## Every minute counts

If you arrive late to school everyday your learning begins to suffer. This is a graph showing how being late to school everyday over a school year adds up to lost learning time.



Contact us on 01482 343690 Email: [stepneyattendance@thrivetrust.uk](mailto:stepneyattendance@thrivetrust.uk)

# Leave of absence in term time

Head teachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances. Governors have agreed that the circumstances below are seen as exceptional and authorised leave of absence will be granted for the following only:-

- Wedding of a parent
- Funeral of a close relative
- National sporting activity

Any other request which does not fall into one of the above categories will be unauthorised. An application for leave of absence must be made in advance on the appropriate form (available from the school office or from the school website in the section marked "Parents"). A leave of absence is granted entirely at the Head teacher's discretion. As stated in the most recent DFE guidance on

attendance, 'if an application for leave of absence is not made prior to the time of the required absence then the absence will be recorded as unauthorised regardless of circumstances.'

**Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.**

Attendance during one academic school year (100%)	Over the academic school year the equivalent missed...			
	Days	Sessions	Weeks	Lessons
95%	9 days	18 sessions	2 weeks	50 lessons
90%	19 days	38 sessions	4 weeks	100 lessons
85%	29 days	58 sessions	6 weeks	150 lessons
80%	38 days	72 sessions	8 weeks	200 lessons
75%	48 days	96 sessions	10 weeks	250 lessons
70%	57 days	114 sessions	11.5 weeks	290 lessons
65%	67 days	134 sessions	13.5 weeks	340 lessons

## When should my child return to school?

### No need to stay off School\*

Conjunctivitis  
Glandular Fever  
Hand, Foot & Mouth  
Slapped Cheek  
Threadworms  
Head Lice  
Tonsillitis

\*Please contact the school office to inform us. In school we can administer Calpol (children's paracetamol) and prescription medicines with your permission.

### Chicken Pox or Impetigo

When all spots have crusted over

### Scabies

After first treatment

### Scarlet Fever

24 hours after commencing anti-biotics

### Whooping Cough

48 hours after commencing anti-biotics

### Diarrhoea & Vomiting

48 hours from last episode

### Measles or German Measles

4 days from the onset of rash

### Mumps

5 days from the onset of swelling

### Flu

Until recovered

This information is based on the Public Health Agency Guidance on infection control on schools and other childcare settings.

**Be Here! On Time, All Day, Every Day, ATTENDANCE COUNTS!**

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