

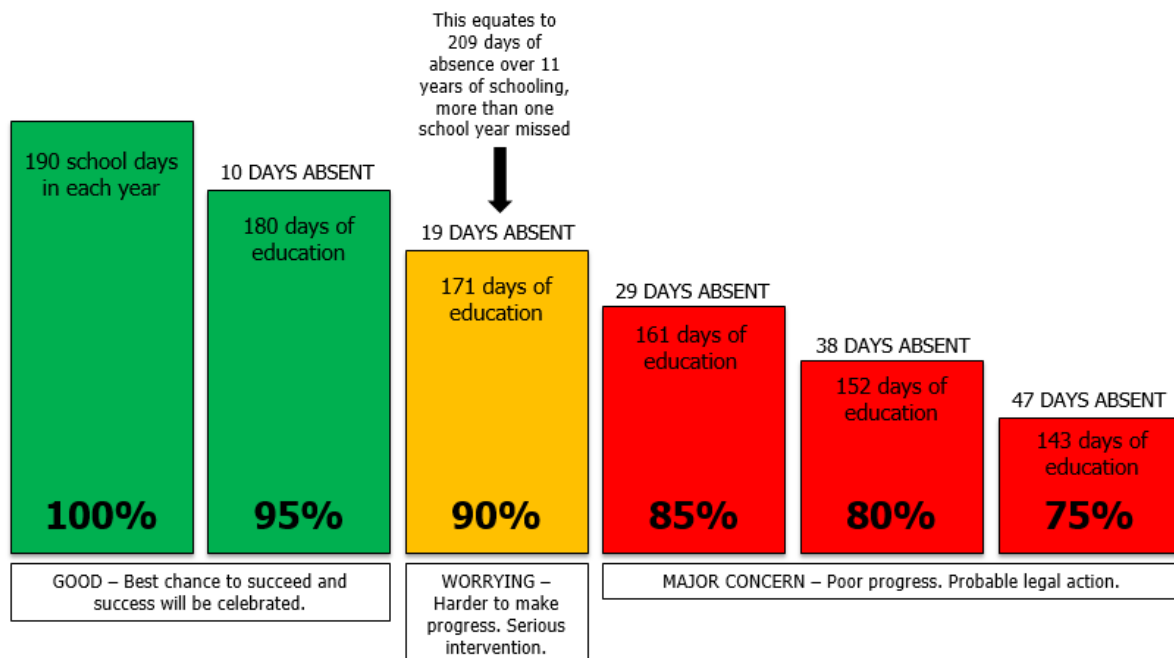
Statement from the Governing Bodies and Headteachers from the Havant Federation of Schools

Attendance

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents/carer to ensure that their child attends school. We thank those parents/carers that ensure that the attendance is above 95%. Absence from school should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

What is excellent attendance?

The graph clearly shows what all schools expect in terms of excellent attendance. 90% attendance is not good enough it needs to be 95% and above.



How does attendance affect progress?

Attendance below 95% can adversely affect the academic progress of your child and limit their social development as they have reduced access to activities that promote this.

There is a direct correlation between excellent attendance and student outcomes. Those students who have 95% and better attendance make significantly positive progress. Those students below 95% attendance do not make as much progress as those with similar abilities across the country. There are always exceptions to this but overall the statistics really reinforce and clearly show that attendance matters. If a child is not in school they are not learning and get left behind.

How can you encourage good attendance?

- **Expect your child to go to school and ensure that your child knows this**
- **Approach the school earlier rather than later if you have issues with attendance**

Absence for illness

Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache then as with adults medical advice is to give them paracetamol and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc.

NHS Guidelines for illnesses

Illness	Guidance
Chickenpox	If your child has chickenpox , keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Cold sores	There's no need to keep your child off school if they have a cold sore . Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
Conjunctivitis	You don't need to keep your child away from school if they have conjunctivitis . Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
Coughs and colds	It's fine to send your child to school with a minor cough or cold . But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
Ear infection	If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away.
Fever	If your child has a fever, keep them off school until the fever goes away.
Hand, foot and mouth disease	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head lice and nits	There's no need to keep your child off school if they have head lice.
Impetigo	If your child has impetigo , they'll need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school.
Ringworm	If your child has ringworm , see your pharmacist unless it's on their scalp, in which case you should see the GP. It's fine for your child to go to school once they have started treatment.
Scarlet fever	If your child has scarlet fever , they'll need treatment with antibiotics from the GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
Slapped cheek syndrome (fifth disease)	You don't need to keep your child off school if they have slapped cheek syndrome because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.
Sore throat	You can still send your child to school if they have a sore throat . But if they also have a fever, they should stay at home until it goes away.
Threadworms	You don't need to keep your child off school if they have threadworms . Speak to your pharmacist, who can recommend a treatment.
Vomiting and diarrhoea	Children with diarrhoea or vomiting should stay away from school for 24 hours after their symptoms have gone.

Appointments

Medical and dental appointments should be made outside of the school day wherever possible. If taken in the school day, where possible, register for the session before attending an appointment and return to school following an appointment. As a school we only authorise a maximum of half a day for a single medical appointment; there are exceptions to this if a pupil is having longer or specialist medical treatment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar. Please be aware that the absence or illness of a student should not affect the education of their siblings.

Remember to contact the school for any absence explaining the reason. All students should be reported ill by their parents/carer on the first day of absence. Parents/carer must call in every day that their child is absent. Supervise your child to catch up on work missed.

Please note regulations for schools give the Headteacher the right to consider whether to accept the parent/carer position with regard to medical absence – and may decide to unauthorise these absences.

Persistent absence

A persistent absentee is defined as attendance below 90% (20 days of absence in the school year). If this were to continue for five years at The Cowplain School then they would miss the equivalent of half of a school year.

We monitor each student's attendance very closely, and especially those who are at risk of falling into this category. When a student's attendance becomes a concern, the school will write to letter home notifying the Parent/guardian.

If we contact you to raise a concern it is imperative that parent/carer ensure that there are good lines of communication with the school. The School will endeavour to support, advise and provide strategies for Parent/Guardians who are willing to engage.

Hampshire's Code of Conduct: Issuing Penalty Notices for unauthorised absence from schools (August 2018)

Sections 444A and 444B of the Education Act 1996 empower authorised officers of the local authority, Headteachers and the police, to issue Penalty Notices to the parents in cases of unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2007 (as amended) require the local authority, in consultation with all of the above, to develop a code of conduct for issuing Penalty Notices. Any person issuing a Penalty Notice for the unauthorised absence of a Hampshire child must do so within the terms of this Code of conduct.

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices, working closely with families whose children have poor attendance.

The Department for Education (DfE) guidance indicates that a Penalty Notice can be issued without warning, for example, where a parent takes a child on holiday during term time without the school authorising the absence. If a request for leave of absence is declined by the school and the unauthorised absence meets the thresholds, parents should know that a Penalty Notice will be issued.

The Code of Conduct states that if a Penalty Notice has previously been issued (even at a previous school), a second unauthorised absence, may result in the case being referred straight to the Attendance Legal Panel.