

Charlton Kings Junior School

Attendance Policy



Governor Committee Responsible:	Full Governing Body	Governor Lead(s):	Clare Bentley
Teacher Responsible:	Headteacher		
Status	Statutory	Review Cycle	Annual
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Document Version Control

Issue No.	Issue Date	Summary of changes
1	November 2025	Updated in accordance with statutory guidance 'Working Together to Improve School Attendance', August 2024. Named Link Governor Regular attendance defined. Attendance Champion named and contact details given as per guidance As per the Government's guidance, all state-funded, mainstream schools are expected to provide a compulsory school week of at least 32.5 hours. Therefore, times in which the children enter the school gates and the time in which the school gate is closed has been amended. The following appendices have been added to the policy? <i>Appendix 1: Declaration of Absence During Term Time</i> amended <i>Appendix 2: 'Is my child too ill for school?' Poster generated by the NHS</i> <i>Appendix 3: 'School Attendance: Information for Parents and Carers'</i> <i>Appendix 4: Attendance and Punctuality Poster</i>
1.1	January 2026	Updates detailing SEND and Health Related Absences

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INTRODUCTION

Charlton Kings Junior School is committed to maximising the achievement of all our pupils and there is a clear link between good attendance and educational achievement. We aim to promote regular attendance and good punctuality in order to ensure all our pupils achieve their full potential.

We are committed to delivering the contents of this policy to meet the needs of all staff, children and other stakeholders where relevant, irrespective of race, gender and disability.

At Charlton Kings Junior, we believe that attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all children want to be and are keen and ready to learn, is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, children, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

The school expects a pupil to attend every day that the school is open to them. This is how we define 'regular attendance'.

The school's ethos demonstrates that children feel that their presence in school is important and that they are missed when they are absent or late.

For our pupils to take full advantage of the educational opportunities offered, it is vital that they are at school, on time, every day unless the reason for the absence is unavoidable. Attainment, as well as confidence with peers and staff, all depend on good attendance.

The government expects schools and local authorities to:

- promote good attendance and reduce absence;
- ensure every pupil has access to full-time education
- act early to address patterns of absence.

Improving attendance is a school priority. Our objectives are to promote good attendance, ensuring every child has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

LEGISLATION AND GUIDANCE

This policy meets the statutory requirements of the [working together to improve school attendance](#) from the Department for Education (DfE 2024), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- Equality Act 2010
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

1. AIMS AND SCOPE

The aims of our attendance policy are:

- To maximise the attendance of all children
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all
- To monitor, communicate with and support children and families where attendance is a cause for concern
- To work in partnership with parents to resolve any attendance issues
- To analyse attendance data to inform future policy and practice
- To work with the educational entitlement and Inclusion Team, Social Care and Health Care to improve attendance

2. STRATEGIES

At Charlton Kings, attendance is a priority and is promoted by the following strategies:

- Good attendance is expected
- Attendance targets are set for the school year
- Parents/Carers are informed of the school's attendance
- Attendance data is analysed and informs future planning
- Governors are regularly kept informed of attendance figures through the Head Teacher's Report to Governors
- Support and intervention is provided where poor attendance continues
- Pupils are provided with a secure, happy and stimulating environment where they are valued and welcomed so that they feel their presence in school is important
- Improved attendance is celebrated. We do not celebrate '*perfect*' attendance
- Meetings are held with parents/carers regarding low attendance
- Any parent requesting an absence during term time is required to come in for a meeting with the Attendance Champion to discuss why the request is needed

Our school's Senior Attendance Champion is Mrs. Andrews who can be contacted via: reception@ckjs.org.uk

3. COMPULSORY SCHOOL ATTENDANCE

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be by regular attendance at school, at an alternative provision, or otherwise (a parent can choose to educate their child at home).

A child reaches compulsory school age on or after their 5th birthday. If they turn 5 between 1st January and 31st March, they are of compulsory school age on 31st March; if they turn 5 between 1st April and 31st August, they are of compulsory school age on 31st August. If they turn 5 between 1st September and 31st December, then they are of compulsory school age on 31st December. A child continues to be of compulsory school age until their 18th birthday.

4. ROLES AND RESPONSIBILITIES

Parents/Carers will:

- Make sure their child attends school regularly and on time, appropriately dressed, equipped and ready to learn.
- Let the school office know before or at 9:00am ***at the latest*** on the first day of absence from school to explain why their child is absent. This can be done via telephone or email. This must happen on each subsequent day of absence. The school should also be advised as to when they are likely to return to school.
- Let the school know if they are having difficulty with attendance so that any available support or help can be provided.
- Seek permission from school prior to any absence that is not illness.
- Understand that there is **no entitlement** for parents to take their child out of school for a holiday and any parent willing to do so is committing an offence. We, as parents and the school, have a duty to ensure that children attend school. We both share this responsibility.
- Notify the school in writing if they intend to remove their child permanently from the school for any reason.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Proactively engage with support offered informally or formally to help their child overcome any barriers to attendance.

Pupils will:

- Attend school on time every day that the school is open to them.

Governors will:

- Recognise the importance of school attendance and promote it across the school's ethos, values and policies.
- Ensure that school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on individual children or cohorts who need it the most.
- Ensure that school staff receive adequate training on attendance.
- Monitor, evaluate and review the attendance procedures at each governor meeting.
- Hold the Headteacher to account for the implementation of this policy.
- Our Attendance Link Governor, Clare Bentley, to have oversight in ensuring that school attendance and individual needs of children is monitored rigorously by visiting the school for a monitoring visit.

The Headteacher will:

- Ensure that there is effective implementation of this policy.
- Support staff to monitor the attendance of their children.
- Ensure that everyone at school sees attendance as a priority.
- Promote the importance of good attendance to pupils and parents.
- Be available to discuss attendance concerns with pupils, parents, staff and governors
- Remind parents, at least annually, of attendance procedures.
- Oversee attendance procedures with the school's Attendance Champion.
- Request the issue of fixed-penalty notices, where necessary.

The Senior Attendance Champion is responsible for:

- Championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.

- Establishing and maintaining effective systems for tackling absence and making sure they are followed by all members of staff.
- Having a strong grasp of absence data to focus the collective efforts of the school.
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes.
- Communicating messages to children and parents.
- Delivering targeted intervention and support for children and families.
- Where there is a lack of engagement, holding formal conversations with parents and raising the issue of the potential need for legal intervention.

The School Administrator (Attendance Officer) will:

- Record the names of all absent pupils by 10am daily.
- Parents/carers will be contacted by telephone on the first day of a child's absence if no satisfactory reason has been provided. This is because we have a duty to ensure your child's safety, as well as their regular school attendance.
- Record any child who arrives after 8:40am, together with the reason for lateness.
- Record children arriving late or leaving early, with the reason, on a daily basis in the 'pupil signing out' electronic system.
- Monitor lateness.
- Provide daily absence records to and report any concerns about attendance to the Senior Attendance Champion who will then relay this information to school staff.
- Update Arbor regularly with attendance information.
- Update other data management systems with termly attendance.

The School's Attendance Officer will in conjunction with SLT:

- Write to parents/carers regarding any concerns about a child's attendance.
- Work in partnership with the families of persistent absentees and work towards improving attendance.
- Communicate with any families whose child's attendance drops below 95% (without apparent medical reason), discussing the school's policy and ways in which the school can support the family in improving attendance.
- Work with families whose children are persistently late for school.
- Communicate concerns about attendance issues to the Headteacher.

Class Teachers will:

- Emphasise the importance of attendance for successful learning through the praise and celebration of improved attendance.
- Provide an accurate record of attendance by taking the class register promptly at 8:40am
- Respond promptly to any issues raised in the weekly analysis of attendance in collaboration with the Senior Attendance Champion and the Headteacher, if appropriate.
- Log any discussions with parents concerning attendance.
- Organise for work to be sent home for any child who is expected to be away for a prolonged period through illness.
- Report attendance (%) to parents on academic reports.

As a school, we follow the Government's statutory guidance on School Attendance as outlined by this document, which clearly states what is expected from the school, the parents and from the Local Authority for **all** pupils (including children with SEN and pupil's with a social worker) at risk of becoming persistently absent, persistently absent pupils and severely absent pupils. Please note we are an Academy for reference when reading the table:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

5. SCHOOL PROCESSES FOR RECORDING ATTENDANCE AND ABSENCE

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. 1 day equates to 2 sessions. It will mark whether every pupil is:

- Present
- Absent

We will also record:

- whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration)(England) Regulations 2024.
- the nature of the activity if a pupil is attending an approved educational activity.
- the nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

We expect all children to be in their classroom by 8.40am and they are permitted to arrive from 8.25am onwards. At 8.40am the register will be promptly taken.

Children who arrive after 8.40am must report to the school office so that their attendance and lateness can be recorded.

The school day finishes at 3.10pm.

If any child needs to leave before the end of the day, parents/carers must contact the school office with the reason. Children must then be collected from the school office and signed out by the parent/carer.

Children should be collected promptly at the end of the school day at 3.10pm. Where late collection is persistent and/or significantly late, the school is obliged to share concerns with parents in the first instance and then if necessary, with other agencies. If the problem persists, the school has the right to place the pupil in after school club and provide the parent/carer with the bill.

6. ILLNESS

Parents/Carers must contact the school on the first day of absence by 9:00am to provide the reason for the absence and, where possible, on each subsequent day of absence.

If your child is absent and we have not heard from you, we will contact you by telephone by 10am. This is because we have a duty to ensure your child's safety, as well as their regular school attendance.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily.

Please see Appendix 2 for a link to '*Is my child too ill for school?*' and updated poster from the NHS: '*When should I keep my child off school?*'

7. AUTHORISED ABSENCE

Authorised absence is when a pupil:

- is absent with prior permission from the school.
- is too unwell to attend school or is attending a medical or dentist appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- for religious observance.

- has suffered a family bereavement.
- has been excluded.

Exceptional Circumstances:

The principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. The requirement for exceptional circumstances means that the vast majority of requests for holidays will be refused.

The school considers each application for term-time absence individually, taking-into-account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 2 weeks before the absence, and in accordance with the school's '*Declaration of Absence Request*' form available from the main school office. The headteacher may require evidence to support any request for leave of absence. The headteacher will consider the request carefully and will look at the child's attendance data, the pupil's age and stage of education before notifying the parents whether they are able to authorise the absence or not.

Please note that authorisation will not be given for leave during assessment periods, or the first 4 weeks of the school year or for more than 10 days unless circumstances are truly exceptional.

Exceptional circumstance may include:

- the need for a family to spend time together after a family crisis. For example: bereavement; family members with terminal illnesses. School would advise that family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.
- holidays with parents who are service personnel are prevented from taking holidays outside term time if the holiday will have a minimal disruption to the child's education.
- visiting other educational settings (preparing to transfer to secondary school).
- exclusion. As exclusion for a fixed period results from a decision taken by the school, the absence should be treated as authorised.

Please note:

- family weddings will only be authorised if it is the immediate family member to the child who is getting married. If the wedding of an immediate family member is abroad, then the day of the wedding will be authorised, but the surrounding days will be unauthorised.
- authorisation will also be given if the child is chosen to be a page boy/bridesmaid in the wedding as this is such a wonderful thing to experience.
- not being able to afford a family holiday during holiday time **is not** an exceptional circumstance.

Note: If a parent/carer wishes to take a child out of school for any reason, please fill in our '*Declaration of Absence Request Form*'. We ask that a separate form is completed for each child you are intending to take out of school. Both parents consenting to this leave of absence *must* sign this form. We will then invite you in to have an open conversation about the planned absence. We value this honesty and it is crucial to avoid any pupil being put in the position of having to be deceitful about the reason for their absence when they return to school.

8. APPOINTMENTS

Where possible, appointments should be made outside of school hours. If it is really necessary to arrange appointments during school hours, school should be notified in advance. If pupils are leaving school during the day for an appointment, then the school office should be informed when the child leaves the premises and when they return. This will be recorded on our electronic 'pupil signing out' system. If

present during registration, then no amendment to the register is necessary. If absent during registration, then the register will be marked with an authorised absence.

9. FREQUENT ABSENCES FOR MEDICAL REASONS

When a pupil frequently misses school for medical reasons, the school will consult with the medical service. Where necessary, a referral will be made so that the school can make an evaluation of the child's educational and health needs.

10. LONGER ABSENCES

Pupils who have been absent for a long period of time will be positively welcomed back to school; they will be supported so that they can catch up with missed work. Friendship groups will be monitored for a period of time, to ensure that the pupil settles smoothly back into school life.

11. UNAUTHORISED ABSENCE

Unauthorised absence is when a pupil:

- is absent and no explanation, or an unacceptable explanation, is given.
- is away from school on a holiday.
- is away from school for a birthday celebration.

The Education Regulations 2006, amended from 1st September 2013 state, 'no child may take holidays within term time, unless the headteacher deems there to be an exceptional circumstance'.

An approved educational activity is not recorded as an absence and will be marked accordingly when a child is on an educational /school visit, is attending an approved off-site activity or is receiving special offsite tuition.

12. SEND and HEALTH RELATED ABSENCES

We adopt a support-first approach, working closely with parents on attendance, ensuring that all discussions are considered on an individual basis.

The school recognises that pupils with SEND and/or health conditions, including mental health needs, may face greater barriers to attendance than their peers. In line with the schools SEND policy and Supporting Pupils with Medical Conditions policy, the school will ensure that reasonable adjustments are made to help reduce any barriers to achieving good attendance ensuring that they are in line with any ECHPs (Education, Health and Care Plan) or IHPs (Individual Healthcare Plan) that are in place.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities, and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will develop and implement an individual support plan for pupils with SEND and/or health needs who experience anxiety or emotional distress related to school attendance. This plan will outline reasonable adjustments and targeted support, and will be reviewed regularly in collaboration with parents/carers and relevant professionals. Progress will be monitored closely and the plan adapted as needed, with the aim of supporting improved emotional wellbeing and a sustained return to regular school attendance.

13. REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME (INCLUDING HOLIDAYS)

If a request for 10 or more sessions (5 days) is refused, but parents choose to take the leave/holiday anyway, this will constitute an unauthorised absence. We will then track any further unauthorised absences within a 10-week period. If further unauthorised absences are taken, then in liaison with the Local Authority, we may issue you with a Notice To Improve. Formal meetings will happen to discuss this with parents. Failing to improve, may result in ***the issue of a fixed penalty notice*** which is a fine that is issued to **each adult who has parental responsibility**, for **each child** that they are planning on taking out of school. If you decide to take your child/children out of school, **then an offence has been committed**.

Section 444 of the Education Act 1996 gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of, but has failed to secure their child's regular school attendance and/or punctuality.

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/advice-on-legal-proceedings/code-of-conduct-for-issuing-education-penalty-notices/#:~:text=A%20maximum%20of%20two%20penalty,offence%20in%20a%20magistrates'%20court)

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- all natural parents, whether they are married or not.
- any person who has parental responsibility for a child or pupil.
- any person who has care of a child or pupil i.e. lives with and looks after the child.

This is in line with Gloucestershire Local Authority's Code of Conduct for issuing penalty notices.

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/advice-on-legal-proceedings/code-of-conduct-for-issuing-education-penalty-notices/#:~:text=A%20maximum%20of%20two%20penalty,offence%20in%20a%20magistrates'%20court>.

14. WHEN ATTENDANCE CAUSES CONCERN

If a pupil misses 10% or more schooling across the school year, for whatever reason, they are defined as persistent absentees. Absence for whatever reason disadvantages a child by creating gaps in their academic and social learning. Research shows these gaps affect attainment when attendance falls below 95%. Severe absence is where a pupil misses 50% or more of school. We monitor all absence robustly and rigorously.

Where attendance or lateness is a cause for concern, the following actions will be taken:

- the Headteacher, Attendance Champion and/or the Co-Deputy Heads will arrange a meeting with parents/carers to discuss the reasons for the absences.
- the school will work closely with the parents/carers to try and remove any barriers to regular attendance.
- hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- use the Graduated Pathway to identify targets and support.

- if attendance does not improve, where appropriate, a formal Attendance Contract will be drawn up in a formal attendance meeting held with the parents/carers, as well as the child and Senior Attendance Champion, in order to draw up a plan, and set agreed targets. This plan will then be reviewed to ensure targets have been met. Should the parents/carers fail to attend, the meeting will continue and a plan drawn up in their absence.
- from this, if attendance still does not improve we will formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court.

Attendance Target 2025- 2026:
100%

APPENDIX 1: 'DECLARATION OF ABSENCE DURING TERM TIME'



Declaration of Absence During Term Time

Please complete this form if your child is taking **any** absence during term time. We require a minimum of 14 days notice. One form should be completed for each child and signed by both parents/carers. **Holiday absences will not be authorised** and may be acted upon should there be more than 10 sessions missed per term.

Pupil Name		Class	
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Dates of Absence

First Day of Absence		Date returning to school	
Total number of sessions missed (1 day = 2 sessions)			

Reason for Absence (please select)

Medical	School Visit	Religious Observance	Performing Arts	Examination	Other, please specify

Further Information:

I understand that if the absence request is not authorised and the holiday is taken, the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a penalty is issued to each parent and for each child taken out of school and that this fine is £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

	Parent 1	Parent 2
Name		
Address		
Signature		
Date		

This form will be sent home with your child in a sealed envelope within 5 working days.

All holiday absences as well as cases of low attendance percentage will require a meeting with Mrs Andrews, the Attendance Champion.	Meeting date:
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Declaration of Absence During Term Time

To be completed by school office

% Attendance		Number of sessions of unauthorised absence within a <u>10 week school period</u>		Authorised	Yes	
					No	
Factors affecting decision	Negative educational impact	Yes / No	Requirement to follow legal procedures (select relevant box)	Yes		
	Positive educational impact	Yes / No		No		
	Other:			Not yet		
Headteachers' signature				Date		

Meeting Notes

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Attendance Descriptors and Bandings

When a session or several sessions are missed due to holidays, the learning missed is sometimes not revisited again. Stop and think about what taking time out of school will cost your child. Asking for work to complete whilst away is also extra work for our teachers.

100% Excellent	No learning missed
96%-99% Good	Some learning missed due to genuine illness or acceptable circumstances
91% to 95% Some concerns	1 week and 4 days of learning are missed. You are likely to have missed: • 9 Maths lessons • 9 English lessons • 4 PE/Games lessons • Topic, Art, RE and other learning • 10 hours of playtime where you don't make friends and develop vital social skills and experiences.
86 – 90% Cause for concern	3 weeks and 4 days of learning are missed. You are likely to have missed: • 19 Maths lessons • 19 English lessons • 8 PE / Games lessons • Topic, Art, RE and other learning • More than 20 hours of playtime where you don't make friends and develop vital social skills and experiences.
85% and below Serious concern	5 weeks and 3 days of learning are missed. You are likely to have missed: • 33 Maths lessons • 33 English lessons • 11 PE / Games lessons • Topic, Art, RE and other learning • More than 30 hours of playtime where you don't make friends and develop vital social skills and experiences.

APPENDIX 2: Website link to NHS page: 'IS MY CHILD TOO ILL FOR SCHOOL?'

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

'SHOULD I KEEP MY CHILD OFF SCHOOL?' [Poster generated by the NHS]



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>.

APPENDIX 3: 'SCHOOL ATTENDANCE: INFORMATION FOR PARENTS AND CARERS'

What happens if the legal process goes to Court?

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can impose a Parenting Order, which means that parents must attend a counselling and guidance program, usually a parenting class.

When is absence authorised?

There may be occasions where absences are authorised by the school. If you are concerned about your child, contact the school in the first instance and arrange a meeting to discuss the needs of your child.

If your child is unwell, you should notify the school immediately and follow the school's absence procedures.

Wherever possible, you should make routine appointments e.g., dental check-ups during the school holidays or after school hours. Schools have the right to request medical evidence to validate absences for medical reasons.

If you feel you must take your child out of school, discuss the reasons with the school and refer to the school's attendance policy for guidance. Absences will only be authorised by the school in exceptional circumstances. The decision on whether to authorise absence is made at the headteacher's discretion.

For more information, please contact the
Education Inclusion Service:
Telephone: 01452 427274
Email: attendance@gloucestershire.gov.uk
Website: www.gloucestershire.gov.uk/education-and-learning



School Attendance



Information for Parents and Carers

Updated May 2023



Why is good attendance important?

Good school attendance is vital for children's success in the future. Being in school every day that it is open is important to your child's achievement, wellbeing, and their wider development. Time in school also keeps children safe and provides access to extra-curricular opportunities and pastoral care.

If children do not attend school regularly, they may:

- struggle to keep up with schoolwork
- have few opportunities to catch up on missed learning
- miss out on the social side of school life
- miss opportunities to make and keep friendships

What might the impact of poor attendance be on your child?

Research shows children who are not regularly attending school are:

- more likely to become involved in or be a victim of crime and antisocial behaviour
- more likely to fall behind due to the strong link between attendance and achieving good results
- less likely to achieve 5 good GCSE's (grades 9-5) compared with those with fewer than eight days' absence
- more likely to have increased levels of anxiety due to inconsistencies and uncertainty in their routine
- more likely to have reduced self-esteem due to finding learning increasingly hard having missed out on important information.

What does the law say?

By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. As a parent, you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education.

Once your child is registered at a school, you are responsible for making sure they attend regularly.

What happens if your child does not attend school regularly?

If your child fails to attend school regularly or if they miss school without you knowing, the Local Authority (LA) may take legal action against you.

School will notify you if your child's attendance level is a concern and work with you and your child to improve it. They may meet with you to agree a Parenting Contract. If attendance continues to require improvement, then the school will look to initiate an Attendance Improvement Meeting (AIM).

The AIM is the beginning of the legal process. It is important that you engage with the process and work with the support provided to meet the agreed targets. These targets will be reviewed, and progress evaluated at a review meeting. If satisfactory progress is made, then targets will be considered met or adjusted until attendance is satisfactory. If progress is not made, then you may be referred to the LA for legal intervention.

You risk being issued with a Penalty Notice or being prosecuted in court.

APPENDIX 4: Attendance and Punctuality Poster

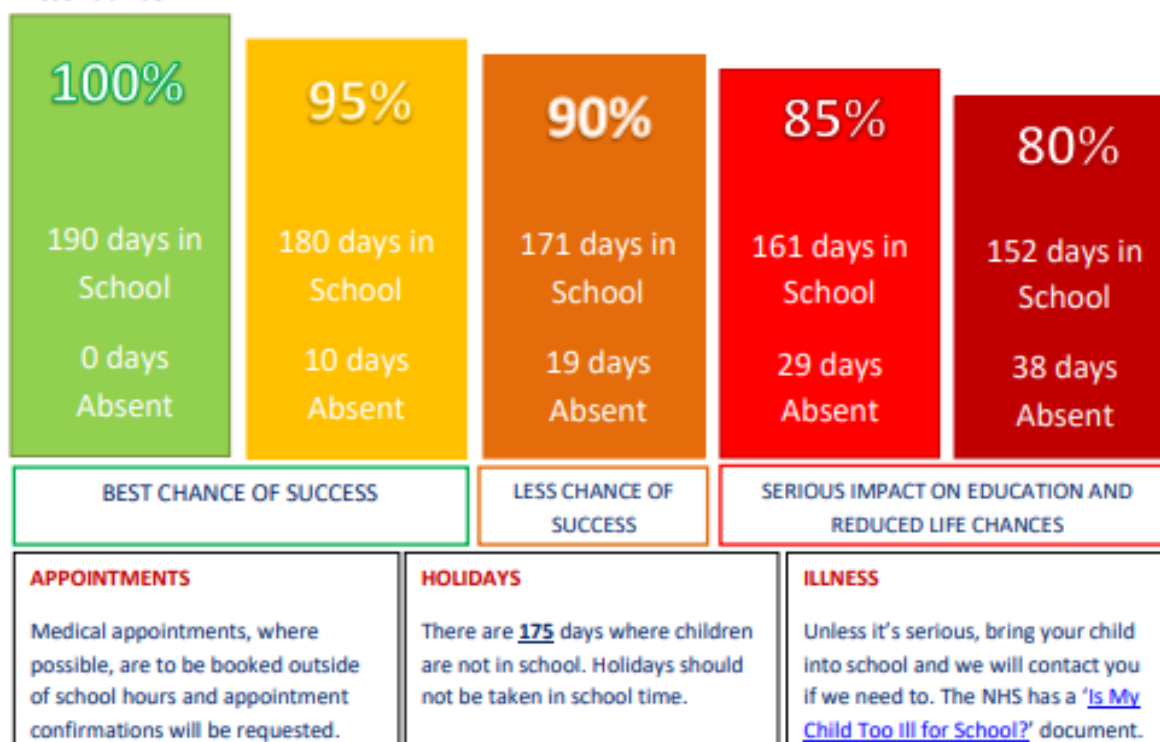


Attendance & Punctuality



Charlton Kings Junior School

190 school days in a year where every lesson counts	175 days where children are not in school (school holidays)
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Attendance**Punctuality**

LESS CHANCE OF SUCCESS		SERIOUS IMPACT ON EDUCATION AND REDUCED LIFE CHANCES		
5 MINUTES LATE EACH DAY OVER A WEEK... 25 Minutes of learning lost 1 Phonics lesson lost	10 MINUTES LATE EACH DAY OVER A WEEK... 50 minutes of learning lost 1 Maths lesson lost	15 MINUTES LATE EACH DAY OVER A WEEK... 1 hour and 15 minutes of learning lost 1 Phonics lesson 1 Whole Class Reading lesson	20 MINUTES LATE EACH DAY OVER A WEEK... 1 hour and 40 minutes of learning lost 1 Geography and 1 Art lesson lost	25 MINUTES LATE EACH DAY OVER A WEEK... 2 hours and 5 minutes of learning lost 1 English and 1 Maths lesson lost

If you are **10 minutes late EACH DAY**, your child will have **missed 1 FULL WEEK** in a school year.

