

REQUESTING ABSENCE:

Only the Head of School can authorise an absence. Taking holidays and other unnecessary absence in term time means that your child is missing out on their education. If you need to request leave of absence, please complete an absence request form, available from Office. This should be returned at least 14 days before the proposed absence. The Head of School will then make the decision whether the absence is considered to be under an exceptional circumstance. If it is considered not to be an exceptional circumstance, it will be unauthorised and you will be advised. No leave of absence will be authorised during term time unless there are exceptional circumstances e.g. bereavement of a close family member, parents who work for the services and have their leave dates restricted. Please see our Pupil Attendance Policy at www.firstfederation.org for further guidance.

The school have to report any unauthorised absence of 5 days or more to Devon County Council, who may issue a penalty notice (i.e. a fine) per parent per child.

ABSENCE MATTERS

The information below and overleaf shows how important it is that all children arrive at school on time and are ready to learn by 8.50am every day.

Remember... Gates open at at 8.30am and close at 8.50am.

School starts at 8.50am (including learning activities during registration time)

Please don't be late! Did you know...?

- Arriving **5 minutes** late every day adds up to over **3 whole school days lost** each year.
- Arriving **15 minutes** late every day is the same as being absent from school for **2 weeks a year**.
- Starting the day rushed and arriving late makes it **hard for children to settle** in the classroom.
- Children who arrive late will **miss vital information** given at the start of the day by their class teachers.
- Arriving late in the classroom can make children feel **anxious or embarrassed**.
- Children who arrive late also **disrupt the other children** in the classroom who are ready to start learning.

• **Please support the school in our aim to help your children achieve their full potential by bringing your child to school on time every day.**

COLYTON PRIMARY ACADEMY

ATTENDANCE MATTERS



OUR SCHOOL

At Colyton Primary Academy we constantly strive and look for ways to improve the education for all our children.

This booklet tells you:

- Our vision and aims for attendance and punctuality
- What to do if you would like to request leave of absence
- How we support pupils and parents
- What to do and who to talk to if you have concerns

EVERY DAY COUNTS

As parents you are legally responsible for ensuring your children of school age receive a suitable full time education.

The school must keep an attendance register or a computerised registration system in which students' attendance details are marked at the beginning of each morning session and during the afternoon session of every day the school is open.

LATENESS COUNTS

We have a Late Register at the Office. If your child arrives after the children have gone into class, then this means they are late after the register has closed. If this is the case, they will need to come straight to the office to register.

We monitor lateness. Please be aware that children arriving after 9.00am will be recorded as an unauthorised absence.

BUT WHAT IF MY CHILD IS ILL?

Of course children are ill on occasions and when this is the case we readily accept that being at home is the best place to be.

Children can't help being ill and as a school we want all our children to be well and healthy to be able to learn happily and confidently when they are here.

However, this traffic light system is a really useful guide to help you to decide when to send your child to school and when to keep them at home.

This advice has been taken from www.nhs.uk.

RED **STAY AT HOME**

Raised temperature
Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. If your child has a rash, check with your GP before sending them to school.

Vomiting and diarrhoea.
Children can return to school after 48 hours.

AMBER **TAKE ADVICE**

Headaches. A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep your child at home and consult your GP.

GREEN **COME TO SCHOOL***

Mild cough
Mild cold
Sore throat (unless accompanied by a raised temperature)
Feeling tired

*We will contact you if your child deteriorates during the school day.

IF YOUR CHILD IS TOO UNWELL...

1. On the first day of absence and on each subsequent day, please phone the school absence line on 01297 552231 as soon as possible, but before 9.05am, to leave a message stating your child's name, class and the reason of absence.

Or, you can

email us at admin@colytonprimary.org.uk. This must be done prior to that morning's registration.

2. If a child fails to get a registration mark at the beginning of the day and no explanation has been received, the school will attempt to make contact that morning by telephone. We will repeatedly call until we are sure your child is safe. If we are unable to make contact with you we may need to telephone the police or carry out a welfare check.

3. If your child is repeatedly unwell, as a supportive strategy the family support officer or Head of School may invite you into school for an informal chat to discuss the matter.

4. When there are concerns about persistent absence then the Educational Welfare Officer may become involved and you could face significant fines or prosecution.

