



THE BLUE SKY
FEDERATION

The Best You Can Be - Everyone, Every Day



ATTENDANCE MATTERS

every school day counts.

**A GUIDE FOR PARENTS & CARERS OF CHILDREN AT
SUMMERFIELD SCHOOL & HEELANDS SCHOOL**

At The Blue Sky Federation we believe that encouraging good attendance is the best way parents & carers can support the school to ensure their child becomes the best they can be whilst they are with us.

Did you know?

Percentage attendance	Days absent	Impact on child's success at school	Future potential
100% excellent	None	Pupils with these levels of attendance should achieve their full potential and have a really good start in life.	Very good chance of 5 or more pass grades at GCSE
96% good	6 days = 12 sessions		
95% satisfactory	10 days = 20 sessions	Pupils with this attendance are likely to achieve their targets but will have to work harder to get there.	75% chance of 5 pass grades at GCSE
90% unsatisfactory	19 days = 38 sessions	Pupils at 90% have missed almost a whole month of school and are in real danger of falling behind in Maths and English. They will have a lot to catch up on and it will be difficult for them to achieve their best.	50% chance of 5 pass grades at GCSE.
Below 90% poor	Between 4 and 6 weeks missed.	Deemed 'persistent absence' and must be reported to the authority.	
85% serious concern	29 days = 58 sessions: equivalent to 6 weeks or a whole half term.	This time cannot be made up and pupils will find it very difficult to achieve the best that they could.	Less than 30% chance of 5 pass grades at GCSE

The equivalent of 1 week a term for a child's school life equates to 1 whole year of schooling missed. This can **NEVER** be regained and limits a child's potential for success

At The Blue Sky Federation, to encourage good attendance we:

- Operate an open-door policy for support with attendance.
- Present trophies weekly to the three classes with the best attendance.
- Celebrate the winning classes of the trophies with a display in the hall and in the entrance area.
- Report attendance regularly in the Headteacher's newsletter.
- Present certificates termly to individual children for excellent attendance.
- Closely monitor attendance of groups and all individual children
- Inform parents termly of their child's attendance.
- Make sure that all stakeholders know that holidays can only be authorised in exceptional circumstances, and that authorisation should be requested in writing prior to the absence.
- Encourage all parents/ guardians to read the school's attendance policy so they are aware of support available as well as possible sanctions.

At The Blue Sky Federation, when attendance is a concern, we may:

- Write to parents/ guardians to let them know that attendance has become a concern.
- Call parents/ guardians to discuss how the school and home can work together to improve attendance.
- Invite parents/guardians in for an attendance interview to improve attendance before referral to the local authority.
- Issue a Notice to Improve which may lead to a fine.
- Invite parents/ guardians to a PACE interview (an interview conducted in line with the Police and Criminal Evidence Act 1984) with the Local Authority Senior Attendance Officer when attendance has not improved. This interview will take place under caution and discuss further strategies that might be implemented to secure improvement as well as consequences that could be actioned should improvement not occur.
- Issue fixed penalty notices for persistent poor attendance, poor punctuality or for unauthorised holiday.



All requests for leave of absence during term time must be made on a leave of absence form obtained from the school office at least 2 weeks in advance, with the exception of emergencies.

Headteachers are no longer allowed to authorise requests for children to be taken out of school in term time for holiday. It is very unlikely that a request for a holiday will be authorised, and so a Fixed Penalty Notice will be issued by the Local Authority. The Blue Sky Federation follows the Local Authority's guidance and so, extended trips abroad for ill relatives etc. will also result in a Fixed Penalty Notice being issued. **The school does not receive any money from the fines.**

Some families take their child away for three or four days, as currently a holiday fine is issued for 5 or more days. If a child has gone on holiday for 3 or 4 days, any subsequent absence in the next 12 weeks will need to be authorised to avoid a fine. Evidence will need to be provided for illnesses during the 12 weeks.

The school cannot accept any of the following as a reason to authorise an absence:

- shopping during school hours;
- special occasions, e.g. birthdays;
- no uniform, shoes, etc.;
- overslept;
- haircut;
- false illnesses;
- at home due to family illness;
- children arriving at school after the register has closed;
- family holidays;
- routine dental appointments
- bad night's sleep
- headlice
- childcare difficulties

Reporting illness

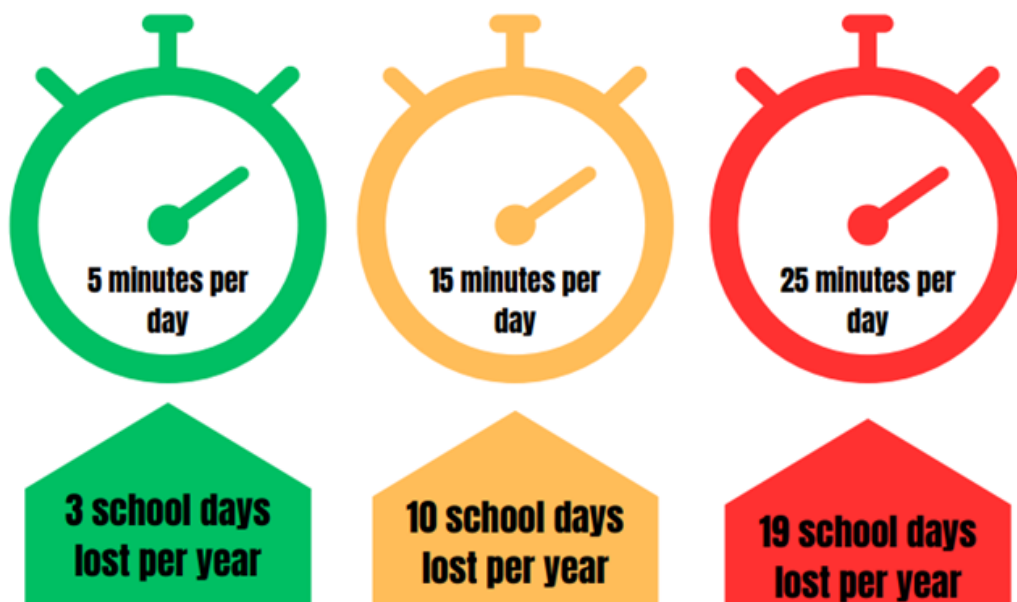
Your child should come to school every day unless they are very unwell.

We will send them home if they are too poorly to be in school. You must report an absence by 9am by either; ringing school, reporting via the school communication platform or in person.

When a parent reports an illness, it is up to the school to decide whether to authorise the absence based on the information given. We have been advised that more than one bout of sickness and diarrhoea a term is unusual. Therefore, we expect medical attention to be sought at a second bout in a twelve-week period. If medical attention is not sought, the absence may not be authorised. You will be asked to produce evidence of illness if attendance is a concern.

LATENESS

EVERYDAY MINUTE COUNTS



If your child is:	In a year, your child would lose the following days of education:
5 Minutes late	3 days
10 Minutes late	6½ days
15 Minutes late	10 days
20 Minutes late	13 days
25 Minutes late	19 days



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>.

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48-Hour Sickness/Diarrhea Exclusion Chart

Day Child is Sick	Must Stay Off	Earliest Return
Monday	Tuesday & Wednesday	Thursday
Tuesday	Wednesday & Thursday	Friday
- Wednesday	Thursday & Friday	Monday
Thursday	Friday & Saturday	Monday
Friday	Saturday & Sunday	Monday