



## Reckleford Infant School and Nursery

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Headteacher: Jo Greathead

Article 28: All children have a right to an education which should be free.

### ATTENDANCE

Dear Parents / Carers,

20.09.2023

Good Attendance has a significant impact on children's educational progress and at Reckleford we do everything we can to ensure every child is supported to reach their potential. We aim for every child of statutory school age to have 95% attendance.

If your child is unwell, this information may help you to decide whether they should attend school:

<b>Temperature</b>	Stay at home until gone
<b>Vomiting or diarrhoea</b>	Stay at home for 48 hours
<b>Chicken pox</b>	Stay at home until all spots have dried
<b>Covid19</b>	Stay at home for 3 days from start of symptoms
<b>Antibiotics</b>	Children can attend while taking these medicines if they feel well enough – please speak to your child's classroom staff.
<b>Headlice</b>	Children can attend but you must tie your child's hair back, inform staff and treat your child's hair with conditioner and a comb or a pharmacy treatment.

For further advice, please see the nhs website: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We always work with parents to support any reasons why getting your child to school may be difficult. However, if we cannot see improvements, we may have to take further action.

Here are reminders of the School's and the Local Authority's Attendance policy guidance:

- If your child is too unwell to attend school, parents must notify the school on the first day of their child's absence for illness so we can record the reason. If we are not informed by 9.10am we will contact you. If we cannot get hold of you we may attend your house. If we receive no response or explanation we will not be able to 'authorise' the absence
- Absence from school which is unexplained by the parent will be unauthorised.



- 10 or more unauthorised absences (5 days) within a 12 week period may be referred to the attendance officer and a warning penalty noticed may be issued. Your child's attendance will then be closely monitored for 3 weeks. Further absence without medical evidence during this period will result in a penalty notice being issued.
- Children who have 10 unauthorised sessions (5 days) within a 12 week period may be referred for a Penalty Notice fine via the Education Safeguarding Service.
- Any holidays or leave during term-time must be requested on a 'holiday request' form – available from the office and be discussed with the Headteacher at least two weeks before the dates of the holiday.
- HOLIDAYS DURING TERM TIME WILL NOT BE AUTHORISED, except in the most exceptional circumstances, and may result in a fine.
- Absence which has not been requested and the school suspects may be holiday may be recorded as unauthorised holiday unless medical evidence can be provided.
- 10 or more 'G' coded sessions (5 days of holiday) will be referred for a Penalty Notice fine.
- Parents seeking medical treatment abroad will only be authorised if parents can provide evidence that this treatment is essential and cannot be provided in this country.
- Passports can be renewed in this country. Any families needing to renew passports will need to produce evidence in order for one day to be authorised.
- A period of absence from school requested by a parent which is not a holiday will be considered on a case by case basis. However, only the most exceptional circumstances might be authorised.
- Any child missing from school for 5 days without contact or evidence will be reported to the Local Authority as a 'missing child'.
- Children absent without consent for an extended period may be removed from the 'school roll'.

We want all children here at Reckleford to have the best chance to succeed in their education and this means attending school. Thank you to those parents who let us know when their child is unwell and who get their children to school on time every day that they are well enough to do so. We really appreciate efforts that parents and carers make to support attendance.

Best wishes,

*Jo Greathead*

Jo Greathead  
Headteacher

