

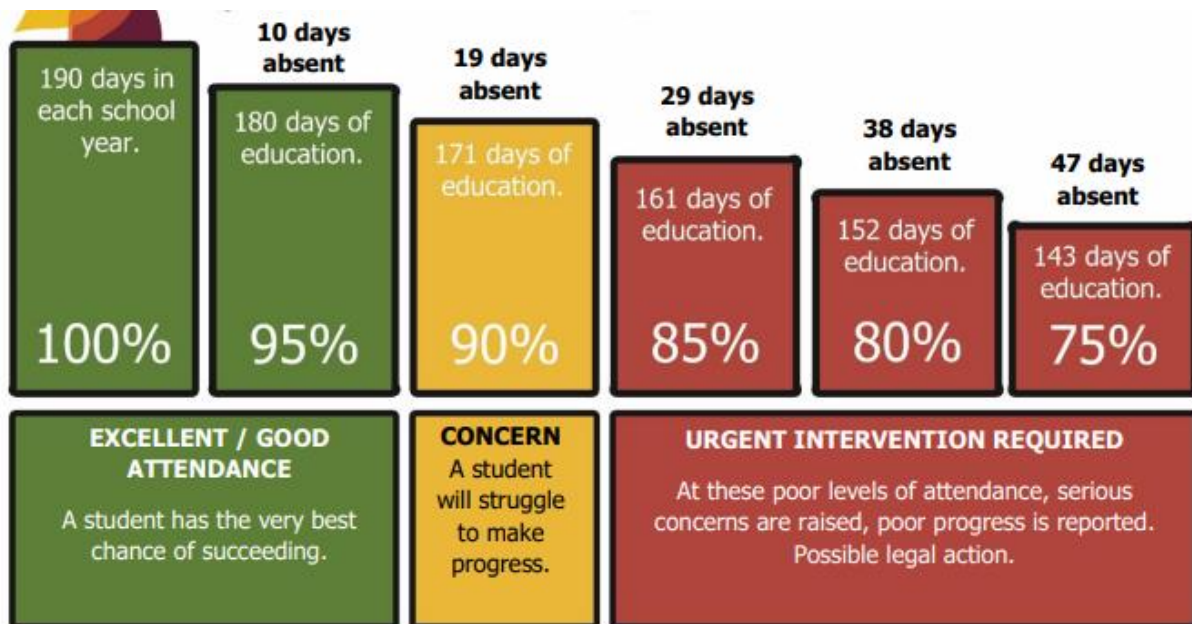


BROCKENHURST CE PRIMARY SCHOOL & PRE-SCHOOL

Guide to attendance expectations

At Brockenhurst CE Primary & Pre-School we believe that every child deserves the best education. If they are at school, they are learning. **Every day counts.**

Excellent and regular attendance is essential for a child's education to be successful. It is a parent's legal responsibility to ensure that their child attends school. We thank those parents who ensure that their attendance is above 95%. Other than for illness, absence should only occur in exceptional circumstances and holidays taken in term time will not be authorised.



It is a known fact that children with poor levels of attendance will be adversely affected by not being in education and they will fall behind their peers in terms of progress and sometimes their social development too. When a child has poor attendance other issues can then develop including a drop in self-confidence and sometimes barriers appear regarding returning to school. If a student is not in school and their attendance levels drop, we as a school have a legal responsibility to investigate to find out why and to help improve matters quickly.

How parents/carers can encourage good attendance:

- Expect your child to attend school every day and ensure that your child knows this.
- Arrange routine appointments outside of the school day.
- Ask your child about their day at school and talk about what they might be doing in the future at school.
- Approach the school **sooner** rather than later, if you are having issues with attendance.

For additional guidance on general school attendance management please visit the HCC website. Attendance guidance for parents:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Reasons for Absence:

- Appointments - medical and dental appointments should be made outside of the school day wherever possible.
- Absence of siblings - The absence or illness of a child should not affect the education of their siblings. If a child has an appointment (particularly at the beginning or end of the school day) arrangements should be made to ensure that other siblings are either dropped off or collected on time.
- Lack of sleep - Please still send your child into school.
- Holidays - School holiday dates are published well in advance on the school website:

<https://www.brockenhurstceprimary.co.uk/page/?title=Term+Dates&pid=44>

Holidays in term time will not be authorised. Requests for absence may be authorised if there are exceptional circumstances. The Leave of Absence form can be found on the school website (paper copies are also available from the school office):

<https://www.brockenhurstceprimary.co.uk/attachments/download.asp?file=360&type=pdf>

NHS Guidelines for Illnesses:

Please see the following link for guidance from the NHS on when to keep children at home:

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

- There remain a lot of absences for common coughs and colds. Please treat with appropriate medication prior to the school day. We can give a further dose if necessary during the day: please bring your child's medicine to the school office first thing in the morning where you will be asked to complete instructions on an Administration of Medicine form. If your child becomes worse after this, we will contact you.

- HCC guidance states if your child has no temperature but has a cough, cold, headache, earache, sore throat, then as with adults, the 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 their illness is contagious such as Chickenpox, vomiting, etc.

- A polite reminder that Government guidelines state that the authorising of any absence from school is at the discretion of the individual setting and not an automatic right. Brockenhurst CE Primary & Pre-School only grant exceptional circumstances. All other requests are refused.

Reporting Absences:

- Remember to contact the school for any absence, explaining the reason. Parents/carers should contact the school EVERY DAY that their child is absent.