

# Hawthorn Community Primary School

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8<sup>th</sup> September 2023

Dear Parent / Carers

## **RE: Absence including lateness**

As you are aware, in May Pathfinder Schools issued a new Attendance Policy. This is available on our school website. It defines attendance under the following categories:

| <b>Excellent attendance</b>                       | <b>Good attendance</b>                             | <b>Concerning attendance</b>                    | <b>Persistent Absence/<br/>Critical attendance</b>                                    | <b>Critically absent</b>                       |
|---|--|---|---|--|
| 97%   | 95% - 97%  | Less than 95%                                   | Less than 90%   | Less than 50%                                  |
| No more than 6 days/12 sessions* missed in a year | No more than 10 days/20 sessions* absent in a year | More than 10 days/20 sessions* absent in a year | Persistent absence/critical 19 days/38 sessions* or more absent from school in a year | 5 days/190 sessions* or more absent in a year. |

\*1 day = 2 sessions (morning and afternoon are counted as individual sessions)

Hawthorn Primary School recognises that illness is something that will and does happen, however, not all illness needs to be a day missed from school. If you are in doubt, please refer to the Public Health England chart which details the illnesses that require time off from school. If your child is not suffering with one of these, please send them into school and if we are concerned, we will contact you. If your child has a cold or cold like symptoms which can be controlled with paracetamol, contact the office for a medical form and we will administer this as per your direction.

In order to maintain excellent attendance, children can be absent for no more than 6 days in a school year. From September, we will need more information from you if your child is



absent from school. Reasons such as poorly, sick or ill are not sufficient, please expect that you will be telephoned and asked for more information.

### Attendance Monitoring

When 5 days/10 sessions are missed, this will trigger attendance monitoring which will require medical evidence for us to authorise. If no improvement is seen during the monitoring period, this will be followed up with an invite to a Parent Contract Meeting and could result in the Local Authority issuing a fine.

| If your child misses... | That equals to ... | Which is ...      | Over 13 years of schooling ... |
|-------------------------|--------------------|-------------------|--------------------------------|
| 1 day per fortnight     | 20 days per year   | 4 weeks per year  | Nearly 1 ½ years               |
| 1 day per week          | 40 days per year   | 8 weeks per year  | Over 2 ½ years                 |
| 2 days per week         | 80 days per year   | 16 weeks per year | Over 5 years                   |
| 3 days per week         | 120 days per year  | 24 weeks per year | Nearly 8 years                 |

If you have any concerns over attendance, please contact the school at the earliest opportunity. There are many ways in which we can support you. Thank you for your support with making sure your children are in school, on time and ready to learn.

### Lateness

At Hawthorn we recognise the importance of every minute at school and making sure children get every opportunity to learn while they are at school. In order for children to receive this, they need to be in school to learn.

The table below shows the impact of being 10 minutes late:

| Only missing just ... | That equals ...            | Which is ...              | Over 13 years of schooling that's ... |
|-----------------------|----------------------------|---------------------------|---------------------------------------|
| 10 minutes per day    | 50 minutes per week        | Nearly 1 ½ weeks per year | Nearly ½ a year                       |
| 20 minutes per day    | 1 hour 40 minutes per week | Over 2 ½ weeks per year   | Nearly 1 year                         |
| 30 minutes per day    | Half a day per week        | 4 weeks per year          | Nearly 1 ½ years                      |
| 1 hour per day        | 1 day per week             | 8 weeks per year          | Over 2 ½ years                        |

Lessons at Hawthorn Primary start at 8.50 am every day and children need to be in their classrooms at this time.

With this in mind, we would like to remind you on how we record and report on lateness:

- **Gates open at 8.30am.**
- **The whistle will go at 8.40am.** Children will go into school at this point.
- **The gates will close at 8.45am.** Entrance through the office will be necessary at this time, with parents signing children in and providing a reason for lateness. At this point,



children are classed as 'late before the register closes.' This will be recorded on their register code for this day.

- **Registers will close at 9am.** At this point, children are classed as late after the register closes. This is recorded as an unauthorised absence.

If there are 10 unauthorised sessions in a 6-week period, the Local Authority will issue a Fixed Penalty Notice/fine.

Kind regards

Frances Martin

**Inclusion Leader**

#### **How Long Should You Keep Your Child Off School**

Taken from [How long should you keep your child off school - checklist poster \(text version\) - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444444/How_long_should_you_keep_your_child_off_school_-_checklist_poster_(text_version).pdf)

[www.gov.uk](https://www.gov.uk)



Promotional material

# How long should you keep your child off school - checklist poster (text version)

Updated 27 April 2022

Applies to England

| 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  |

Further advice and guidance on [managing cases of infectious diseases in all education and childcare settings](#) is available.

