



# Maple Cross JMI & Nursery School

## Attendance Policy – Quick Summary

### December 2019

At Maple Cross JMI & Nursery School, we want the whole school community – governors, staff, parents/carers and pupils – to be committed to high standards of attendance and punctuality. Good attendance helps the children in this school community to maximise their learning. The school aims for 98% attendance and defines 96% as acceptable.

## Expectations

### Parents/Carers

- carers are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- are legally responsible for ensuring their child's regular and punctual attendance
- will inform school in advance of planned absence, giving the reason for the absence and evidence as appropriate
- will inform school on the first day of unplanned absence, giving the reason for their child's absence from school, and continue to make contact with the school every subsequent day

## Absences

- As part of our duty of care, we require notification from the parent/carer for every absence. This notification should be from the child's parent/guardian or other appropriate adult (as decided by the Headteacher).
- Planned absence;
  - Notification must be in writing and in advance of the absence.
  - Evidence, such as an appointment letter, should be provided.
- Unplanned absence;
  - First day  
Initial notification must be on the first day of absence and by telephone to the school office or answer machine, or in person at the school office, and before 9.00am. This is part of the school's duty of care which is why we must have a direct message.
  - Confirmation on following days  
This should also be by 9.00am but may be by phone/answer machine, in person or by SchoolGateway text. However, for any absence that runs into more than one week, this must be by phone/answer machine or in person at the school office each Monday. This is part of the school's duty of care and is why we must have a message every day.
    - The only exception to contact every day is where the child is not allowed to return for a set time but contact should be repeated each Monday. See table on the last page.
  - If no reason has been provided for a pupil's absence, a parent of the pupil will be contacted by phone call or text message by 10am. If we do not then receive a response, we may work through the emergency contact list for the child.
  - Once the child returns to school, confirmation of the reason for the absence should be given by letter or email.
- We have the right to not authorise absence, even when a reason is provided.

## **Following up Absence**

- If there is no explanation provided for the absence, a letter requesting this will be posted to the pupil's parent at the pupil's main address. If no reason or acceptable reason is forthcoming within 5 school days, the absence will be recorded as "unauthorised".

## **Doors Open**

- The school entrance gate opens at 8.30am and the bells is rung at 8.50am.
- Pupils should not be left at school before 8.50am as there is no supervision on the playground.
- The school bell is rung for the start of the school day at 8.50am and the doors opened. The children must enter by 8:55am when the doors close and the register is taken.
- Once the door is closed, parents must take their children to the front entrance of the school and report to the office.

## **Lateness**

- The reason for the late arrival needs to be explained to the office staff.
- The late classification is used in the time period 8:55am to 9:15am.
- On rare occasions, if late arrivals are due to circumstances outside the pupil's control e.g. severe road accidents, road closures, snow, the registers will be kept open for a longer period. This decision will be taken by the Headteacher.
- If there is no valid reason for the late arrival and it is after 9:15am, then the session will be marked as "unauthorised".

## **Leaving and returning to School during School Day**

- A pupil's parent/carer must provide an appointment card/letter to support any absence during the school day.
- When pupils leave or return to school during the school day they must do so with an adult and through the school office and be recorded in the "Signing In/Out" book. This applies to all children, including those who normally walk by themselves at the start or end of the school day.

## **Penalty Notices**

- At Maple Cross JMI & Nursery School we expect parents/carers to work with us to address attendance problems. If a pupil has at least 15 sessions (half day = 1 session) unauthorised absence in the current and/or previous term the Headteacher may ask the LA to issue a Penalty Notice. The penalty is £60, per parent/carer, per child, if paid within 21 days of the receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the penalty is not paid the LA may prosecute the parents/carers for their child's irregular attendance.

# When should my child return to school?



<b>Chicken Pox</b> When all spots have crusted over	<b>Conjunctivitis</b> None*	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> None*	<b>Hand, foot &amp; mouth</b> None*	<b>Impetigo</b> When lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> After first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> None*	<b>Whooping Cough</b> 48 Hours after commencing antibiotics
	<b>Flu</b> Until recovered	<b>Head Lice</b> None*	<b>Threadworms</b> None*	<b>Tonsillitis</b> None*	



This information is based on the Public Health Agency guide - full copy here

\*No need to stay off but school or nursery should be informed.



This information is a summary produced by agencies in Chester. A full copy of the guidance it is based on can be found at

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)