



Elson Junior School Attendance Guidelines

Why is good attendance so important?

For a child to reach their full educational potential, a high level of school attendance is essential. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every school is targeted by the Department for Education to achieve an overall attendance of 96%.

It is our duty to consistently strive to achieve a goal of full attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance. Children's learning in school starts from 8.45am in all year groups and if a child is regularly late they will miss crucial input from their teacher. Our school target is an average of 96% attendance across the school.

What do the attendance percentages mean?

96%	= 47 LESSONS MISSED EACH YEAR or 8 days in total, or 1 week and 3 days
90%	= 95 LESSONS MISSED EACH YEAR or 16 days in total, or 3 weeks and 1 day
85%	= 142 LESSONS MISSED EACH YEAR or 24 days in total, or 4 weeks and 4 days
80%	= 190 LESSONS MISSED EACH YEAR or 32 days in total, or 6 weeks and 2 days

When absences are recorded, they are measured in sessions (each time the register is taken). Each school day has two sessions; morning and afternoon.

What can I do to encourage my child to attend school?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

COVID-19 Attendance Procedures

Since the start of the autumn term 2020, there is a government expectation that all children will return to school after the period of school closures due to COVID-19. We support the government here, which notes:

- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence;
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

As always, if you have particular concerns it is vital that you contact us at the earliest opportunity so that we can work together to resolve them.

Before Your Child Leaves Home in the Morning

Please check for any of the following symptoms

- a high temperature (generally considered to be 38° or more on the PHE website);
- a new, continuous cough;
- a loss of, or change to the sense of smell or taste.

If any of these symptoms are evident, do not send your child to school, contact our absence line on 02392 583754 before 9am or email adminoffice@elson-jun.hants.sch.uk.

Government advice **must** be followed if anyone in your household is unwell. It can be read in full here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Why staying at home is very important

It is very important that people with symptoms of or a positive COVID-19 test and their household members stay at home. Staying at home will help prevent the spread of the virus to family, friends, the wider community, and particularly those who are [clinically extremely vulnerable](#).

If you have [symptoms](#) of COVID-19 or a positive test, remain at home for at least 10 days after the onset of your symptoms (see [ending self-isolation](#) below). This will reduce the risk of you infecting others.

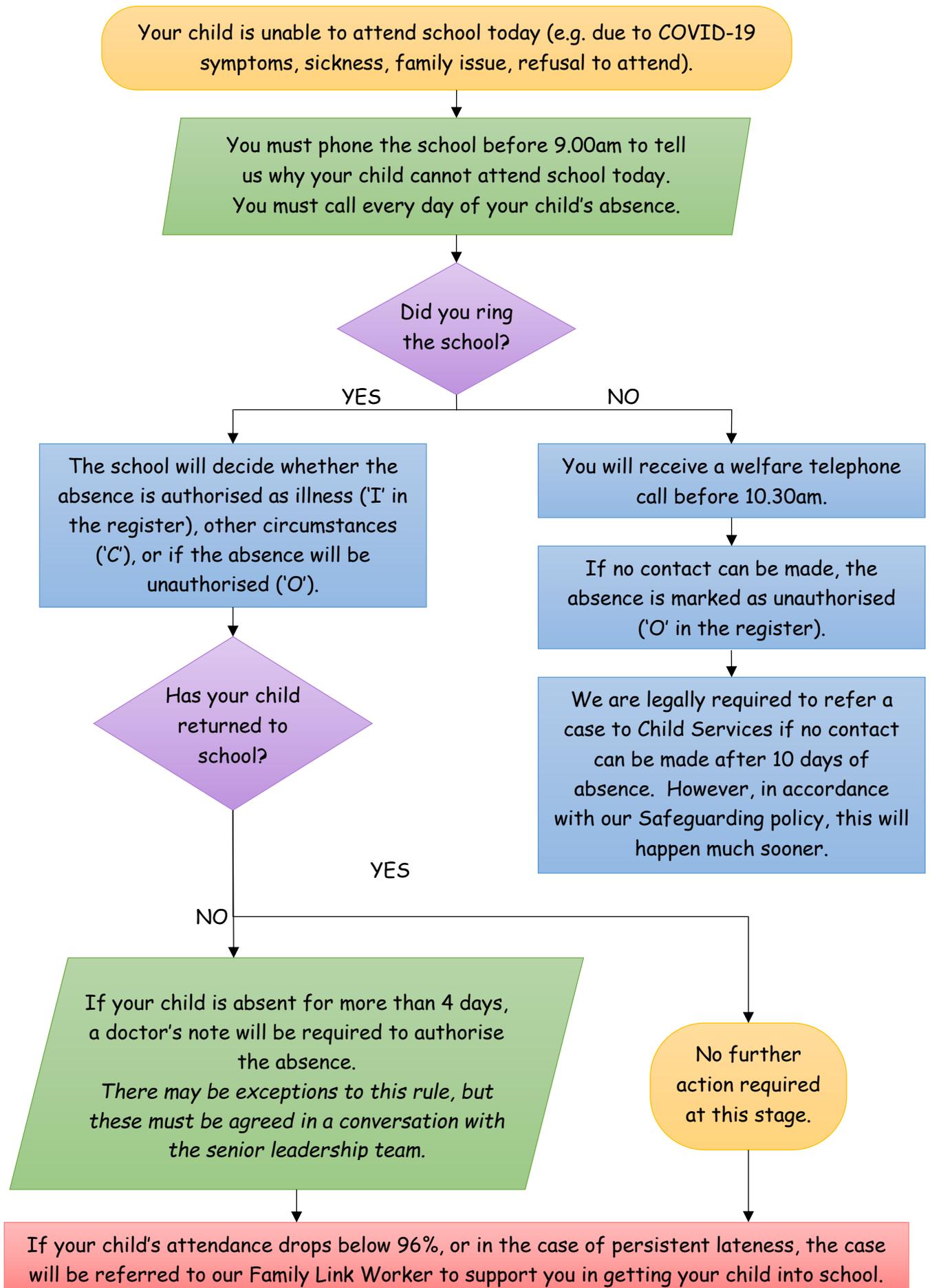
If you have symptoms of COVID-19 or a positive test, then you should avoid contact with other household members as much as possible.

Other members of your household, including those who do not have any [symptoms](#), need to stay at home and not leave the house for 14 days. Do not go out even to buy food or other essentials, and any exercise should be taken within your home. This 14-day period starts from the day when the first person in your house became ill or if they do not have symptoms, from the day their test was taken. There is more information in the [ending self-isolation](#) section below.

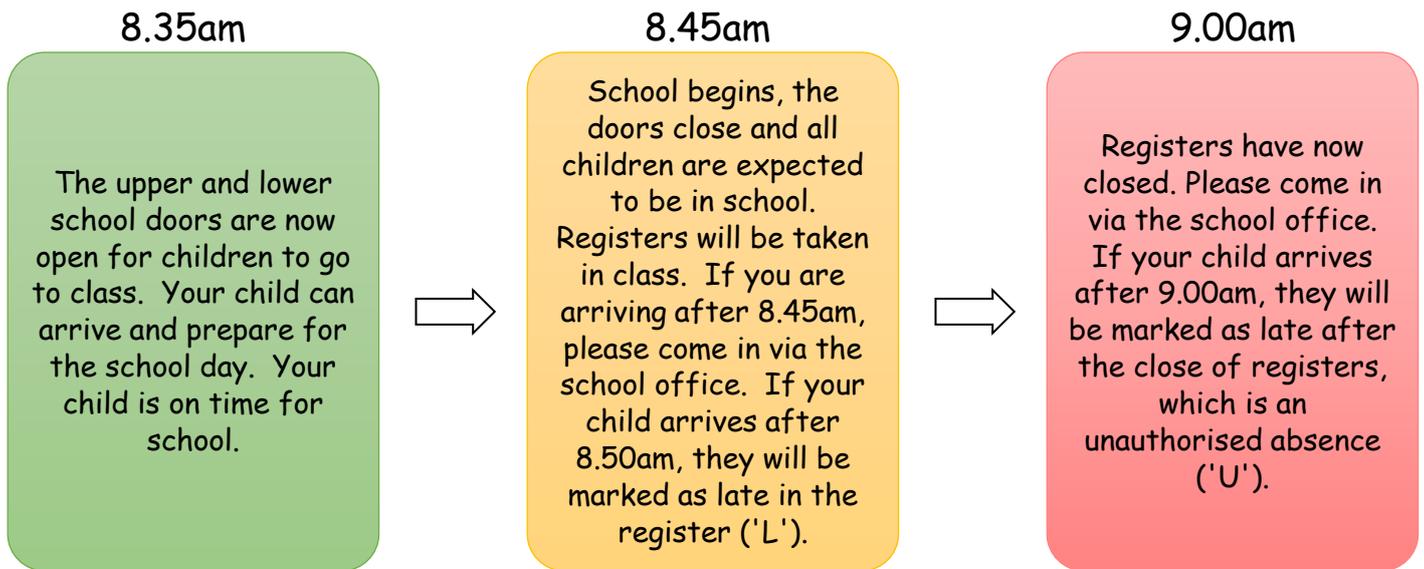
Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

In order to enable everyone to get back to school or work, it is possible to request a test for the family member with symptoms. A negative test result will mean that everyone can return to school and work more quickly. Whilst your child is at home, provided they are well, we will supply remote learning for them.

What happens if my child cannot attend school?



What happens if my child is late?



If your child is late 10 times in 100 sessions (50 school days), a Penalty Notice (and associated fine) may be issued. You will be notified if this is the case.

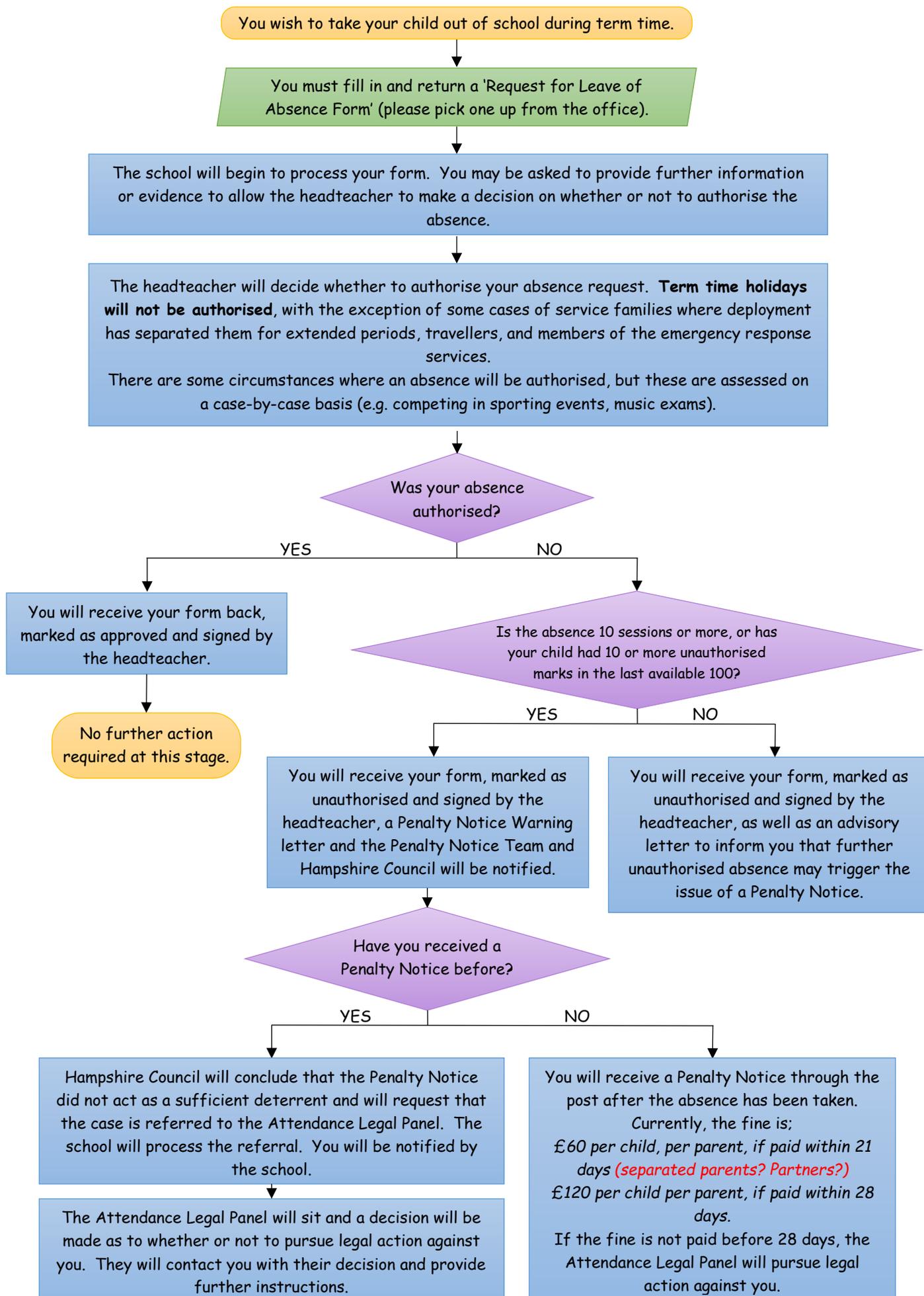
What happens if my child has a medical appointment?

We ask that medical and dental appointments are taken outside of school hours wherever possible. If the appointment must be taken during the school day, evidence of the appointment must be provided (for example, an appointment letter, a text reminder from the surgery or a treatment plan with times and dates).

If you cannot provide evidence before the appointment is taken, please collect evidence whilst you are attending (if required, you can pick up a Medical Evidence Form from the office for the professional to stamp or sign).

Once evidence is provided, your child's register will be marked as authorised for medical reasons ('M'). Appointments taken without evidence will be marked as unauthorised ('O').

What happens if I choose to take my child out of school during term time?



What happens if my child has attendance of 96% or more?

We strive for all of our children to attend all available school sessions, and would like all children to meet our school target.

Just before the Christmas, Easter and summer holidays, all children who have attended school for 96% or more of the available sessions will receive an attendance certificate in assembly. Children who have achieved 100% attendance will also be acknowledged.