



Autumn Term – Fresh Start

Relationships are at the heart of our inclusive and welcoming school. We want all children to succeed socially, academically and emotionally, while having fun together. However, to realise that vision, good attendance is essential. Children cannot achieve their full potential if they do not regularly attend school, so we foster strong relationships with our families and instil a sense of belonging to encourage attendance.

As mentioned in my letter to parents and carers at the beginning of the year, we are following the principles set out in the new Brighton and Hove Attendance Policy and I sent a copy to you using Ping. This clearly sets out the duties of school staff to support children's regular attendance and to increase their knowledge of the children who are not in the building - in line with our safeguarding and child protection policies.

As part of the attendance policy, we also keep records of children who are late, where we ask parents and carers to record the reason their children have arrived at school after the close of morning register. This information will be looked at to try and identify any patterns that we may be able to help with.

Our attendance target is 96 percent but last year our attendance was 90%, so we need your help please. By the end of the year it would be wonderful if we had no children with attendance below 96%.

Mr Scrase



Holiday in Term Time

The school will require parents and carers to observe the school holidays as prescribed; therefore, the headteacher will be unable to authorise holidays during term-time. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications must be made in advance and any leave of absence is at the discretion of the headteacher.

Any requests for leave during term-time will be considered on an individual basis and the child’s previous attendance record will be considered. Examples of possible exceptional circumstances include:

- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentation from the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- A major family event such as the wedding of an immediate family member.
- Serious or terminal illness of a close relative.
- Significant family trauma has occurred and it is believed that a break is in the child’s best interests.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods.
- When a child’s attendance record shows any unauthorised absence.
- Where a child’s authorised absence record is already above **10 percent** for any reason.

We fully understand that it is cheaper to go on holiday during term time but as a school we can only authorise an absence during term time in exceptional circumstances. A cheap deal is not deemed an exceptional circumstance.

If children need to be taken out of school during term time, parents and carers need to complete a Leave of Absence Form – available from the school office.

If children are taken on an unauthorised holiday of 3 or more days during term time parents or carers will be referred to the Local Authority which will issue a fixed penalty notice:

Penalty Notice Issued	£60 per parent per child
Not paid by 22 nd day of receipt	£120 per parent per child
Not paid by 28 th day of receipt	Parents generally prosecuted in court

Sickness

Children do get ill which does mean they may need to have a day off school. However, sometimes children are missing school when they could be here. The traffic light guidance below may help you decide if your child is well enough to come into school.

RED – STAY AT HOME	AMBER – SEEK ADVICE	GREEN – COME TO SCHOOL
Sickness & diarrhoea due to a contagious stomach bug Please check in with the school office manager for advice because your child may not need to stay at home if this is food, travel or heat related.	Headache, feeling sick, tummy ache Children often feel unwell if they are anxious, if in doubt contact the school for advice.	Mild cough, cold, Sore throat, feeling tired We will always contact you if your child is ill during the school day.

If your child is ill, please inform the school by calling the office manager on 01273 077130.

If your child is having a regular, reoccurring medical issue, please let us know. We could ask the school nurse to help address your child's medical needs and improve their attendance.



Attendance Monitoring

We check children's attendance on a daily basis.

Every week Mr Scrase, Mrs Burcombe, Miss Friedl and Ms Warland sit down together to discuss specific children whose attendance data has been flagged as an issue.

Following our attendance meetings we get in contact with parents and carers of children we have discussed to share our concerns.

If you would like any support or advice on attendance or punctuality, please speak to your child's class teacher, Miss Friedl or Mr Scrase.