



Ellesmere Park  
High School  
*Enriching Lives, Inspiring Ambitions*

# Parents/Carers Guide to Attendance 2024/2025



Consilium  
Academies

# Our attendance target for 2024/2025 is to be above 96%

## However, we strive for 100%

At Ellesmere Park High School, we expect all student to have excellent school attendance. Our aim is for all children on roll to attend school every day, this will give them access to excellent teaching and learning and fulfil their potential.

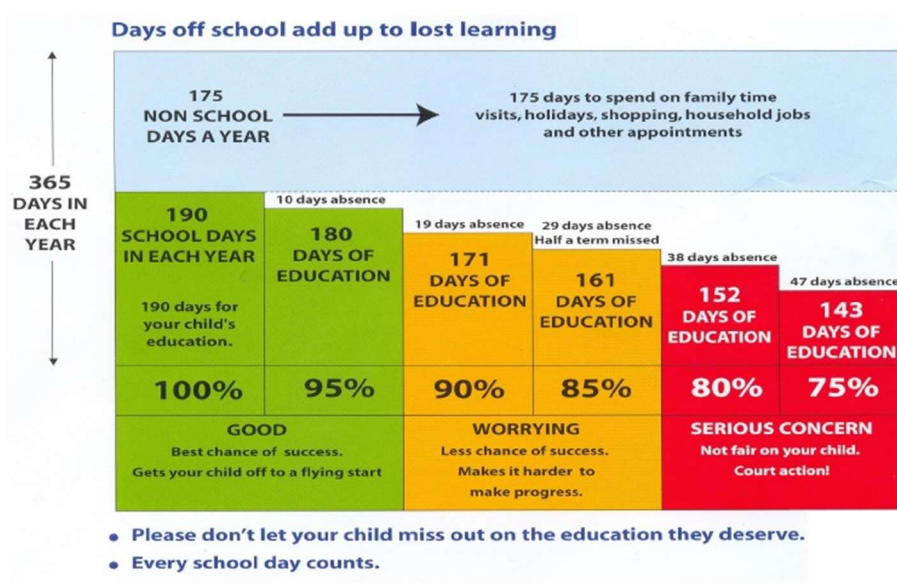
Parents/carers are asked to only withdraw their child from school if it is **absolutely unavoidable**.

If you know that your child is going to be absent from school for any period of time (even if it is part of a day) please seek the Headteacher's authorisation in advance by completing the **Authorised Absence Request Form** available from the Attendance Officer. The Government and the school wish to discourage children from missing lessons whenever possible and ask parents to take family holidays during school holidays.

We would expect **all medical and dental appointments to take place outside of school hours**. If a child does need to be taken out of school to attend such appointments, please inform the school of their appointments and the times they will be absent from school. We will also ask for a medical appointment card. The maximum length of time authorised for a medical appointment is two hours.

We target intervention for children whose attendance falls below a **target of 96%**. If your child does not attend school, they will struggle to make progress and achieve. We want all children to have excellent attendance and give themselves the very best chance of attaining high grades which will help with their choices later in life.

There are 175 non-school days per year for holidays, shopping and appointments. There should be little need, except in 'exceptional circumstances' for your child to miss a day's education.



When deciding whether or not your child is too ill to attend school, ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you're concerned about your child's health, consult a health professional.

**Cough and cold:** A child with a minor cough or cold may attend school. If the cold is accompanied by raised temperature, shivers or drowsiness, your child should stay off school, visit the GP and return to school once they're feeling better. If your child has a more severe and long-lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.

**Raised temperature:** If your child has a raised temperature, they shouldn't attend school. They can return school once they're feeling better.

**Rash:** Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

**Headache:** A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.

**Vomiting and diarrhoea:** Children with these conditions should be kept off school. They can return to school once they're feeling better. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

**Sore throat:** A sore throat alone doesn't mean a child should be off school. If it's accompanied by a raised temperature, the child should stay at home.

It is important to keep us informed if your child is going to be absent from school. Please do this as soon as possible at the start of each day, ideally before 8:40am.

With any child's absence you may be asked to provide medical evidence such as; GP appointment card/text or photographic evidence of medication prescribed. **Children whose attendance fails below our school target will be classed as unauthorised without medical evidence. *If your child attends school and feels unwell during the school day, we will contact you to discuss your child.***

## Punctuality

First bell will ring at **8:35am** and **ALL** students are expected to be lined up in their form group by **8:40am**. If a student arrives after 8:40am, they will be classed as late.



Children who are late for school miss out on vital learning at the start of the day and can quickly fall behind.

If a child is late by 5 minutes every day this adds up to 3 days lost learning a year, 15 minutes late is the same as being absent for 2 weeks in a year. It is your responsibility to make sure your child arrives on time for school.

***If you have any questions regarding the attendance of your child, please contact reception and ask to speak to the schools Attendance Officer or your child's Head of Year***

## **Consequences for students being late**

### ***Punctuality to School***

All students are expected to arrive to school on time and lined up in their form group in their designated area by **8:40am latest**. Any student arriving after this time will be marked as late and will receive a **same day detention of 20 minutes**.

### ***Punctuality to Lesson***

Students are expected to arrive to all of their lessons on time throughout the day to maximise learning time.

Late to lesson will be signified by a bell after the lessons have started. Any student arriving to a lesson late will receive a **same day detention of 20 minutes**.

## **Penalty notices**

- A Penalty Notice will incur a fine of £80 per parent per child if paid within 21 days. The fine increases to £160 per parent per child if paid within the 21 days following the Penalty Notice being issued.
- Any second penalty notice issued to the same parent for the same child within a 3-year period will be issued at the rate of £160. This is to be paid within 21 days.
- The threshold at which a penalty notice must be considered is set at 10 sessions (5 days) of unauthorised absence within a rolling 10-week period. This may include arriving late after the registers close (09:10)
- A maximum of two penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3<sup>rd</sup> (or subsequent) offence(s) another course of action will need to be considered (such as prosecution)