



The Beacon

Church of England (V.A.) Primary School *Living life in all its fullness (John 10:10)*

Why Attendance Matters to your Child. Information and advice about time off school.

Your child's attendance at school matters both now and into their adult life. Children whose attendance is strong have good mental health and well-being, firm friendships and trusting relationships with staff, a secure sense of self, they make good progress in, and enjoy, their learning. Children who attend well in school are building a firm foundation to support them to live life in all its fullness both now and into adult life. There are strong links between good school attendance and children's learning progress and good exam results both in primary and secondary school.

The Beacon staff team will work with parents and carers and our children to support and encourage high levels of attendance. However, it is your responsibility as parents and carers to ensure your child maintains a high level of attendance in school.

There are 190 school days each year, this means that there are 175 non-school days a year.

Attendance %	Rating	Days absent	How much of school life is this?	What will school be doing?
100%	Perfect Attendance	0		Monitoring attendance.
97%	Good Attendance	5	6 days absence in a year	
95%	Improvement Required	9	9 ½ days absence in a year.	We will be talking with you about ways to improve your child's attendance. We will write to you with Attendance Letter 1 when attendance reaches 95%.
92%	Concern (Persistent Absence*)	19	15 ½ days absence in a year – that's 3 weeks.	We will continue working with you to improve attendance. Attendance Letter 2 is sent at 90%.
90%	Serious Concern **	30	6 months absence over a 5 year period.	Serious Concern Missing this much education is not fair on your child and will result in legal action. We will have contacted the Education Welfare Officer and further meetings with them may take place.

School is required by law to publish rates of attendance to parents/carers and publicly.

Absence from school and requests for absence.

If your child is unwell. Sometimes a child is 'under the weather' but well enough to attend. If they are not well enough, please let us know by 8:30am by emailing admin@beacon-ce-primary.devon.sch.uk or phoning the office on 01395 264300.



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Is my child well enough to come to school? It can be a difficult decision, so [the Government has published advice to support parents and carers](#). (Copied at the bottom of this document.) Much of the time, when a child is 'off colour', they should be in school. Our Medicines in School policy allows for parents and carers to give permission for school staff to give prescribed and over the counter medicines, such as Paracetamol/Ibuprofen for children, if this is what's needed to enable your child to then be well enough to attend.

If, during the school day, we feel your child is not well enough to be in school, we will contact you.

Time off for other reasons. Parents and carers should aim to ensure appointments are made for outside of school hours whenever possible (for example, opticians, dental etc.). We recognise that sometimes there are appointments which have to take place during school time (i.e. NHS consultants, hospital appointments). In some situations, absence may be authorised, for example essential medical appointments, illness, the wedding of a parent or sibling, funeral of a close family member or close friend. Parents and carers should note that it is in the Headteacher's discretion to authorise absence *in exceptional circumstances, it is not a legal entitlement*.

What won't absence be authorised? Headteachers are only able to authorise absence from school for exceptional reasons. There are 190 days a year when children are in school, leaving 175 days for other events and activities. Children have a right to their education, this includes regular attendance. Absence will not be authorised for reasons such as sleeping in, shopping, caring for a sibling or parent, birthdays, relatives visiting, a late night, trip or event the day/evening before, holidays during term time.

All absence requests must be made in advance using the [S2 Form](#) 'Absence Request form', which is found on our website.

Unauthorised absence, penalty notices and fines. Parents/carers should ensure they know whether or not the absence will be authorised before the day/s as an unauthorised absence will likely result in a penalty notice or court summons being issued to *each parent for each pupil* affected. Therefore, we advise the completed form is sent in at least *three school weeks prior to the date/s requested*. Parents/carers should note that only one penalty notice per parent, per child will normally be issued within a two-year period. A second 'offence' within a two-year period will be referred straight to court.

Lateness it is the responsibility of parents/carers to ensure their child arrives punctually. This means that your child arrives in time to be settled in their classroom and ready for the start of the day at 8:50am. It is stressful for a child to have to come into their classroom after their classmates have all arrived and after the start of the day. Doing so increases their anxiety. They miss out on important time with friends and staff which helps children prepare for their day, build friendships and trusting relationships with staff.

Our Admin Team are here to support you, the School Office is open from Monday to Friday 8:30am until 4:00pm.



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UK Health
Security
Agency



Should I keep my child off school?



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



SCAN ME

Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.