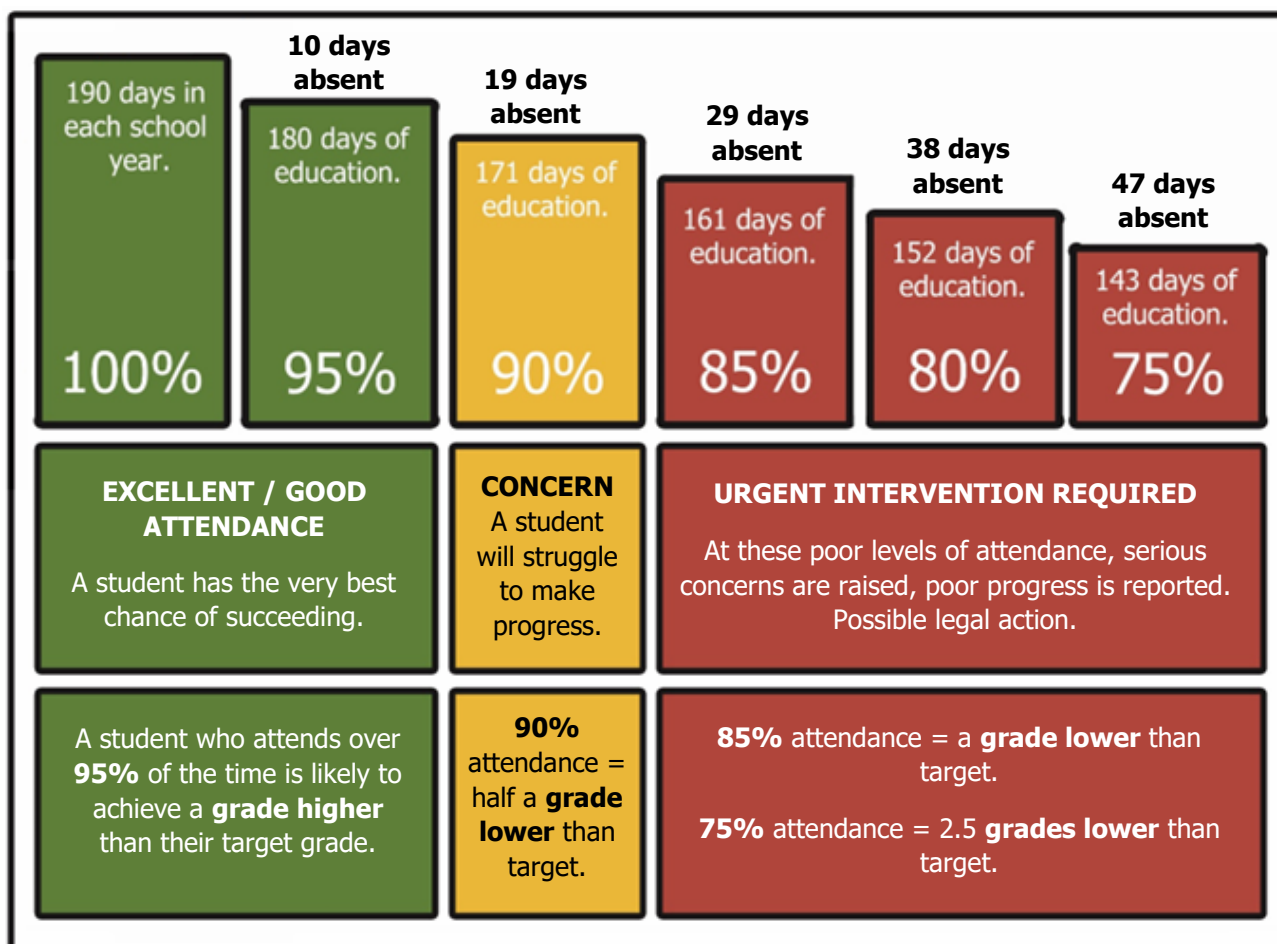


## A Crookhorn Guide to Attendance Expectations

At Crookhorn College we believe that every child gets one chance to get the best education. If they are not in College, they are not learning. **Every day counts.**

Excellent and regular attendance is essential for a child's education to be successful. It is the responsibility of parents to ensure that their child attends College. We thank those parents that ensure that attendance is **above 95%**. Absence should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

The graph below shows the impact of any drop in attendance with regards to the number of days of learning that are lost. When learning is lost in this sense, it is almost impossible for a student to catch up. From our last set of GCSE results, you can see how attendance really does affect attainment.



It is a known fact that the performance of students with **poor levels of attendance** will be adversely affected by not being in education and they will fall behind their peers in terms of progress and sometimes their social development too. When a student has poor attendance other issues can then develop including a drop in self-confidence and sometimes barriers appear regarding returning to College (sometimes referred to as College refusal). At Crookhorn College, if a student is not in College and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly. Please take the time to view the information contained

in this document which explains the framework we operate within, to manage attendance at Crookhorn College.

### **How parents/carers can encourage good attendance:**

- Expect your child to go to College every day and ensure that your child knows this.
- Ask your child about their day at College and talk about what they might be doing in the future.
- Approach the College sooner rather than later if you have issues with attendance.
- Arrange routine appointments outside of the College day.

### **Who is involved in attendance monitoring?**

We employ an Attendance Officer. Head of House also monitor and challenge attendance as a major part of their daily work. The role of the Tutor as a daily contact to your child is also important. Individual class teachers may also raise and share concerns about attendance. Reception and the Main Office are a daily contact point for reporting an absence and they will contact parents to come and collect a child who has become more unwell.

For additional guidance on general school attendance management please visit the Hampshire County Council website:



#### **HAMPSHIRE COUNTY COUNCIL GUIDANCE ON ATTENDANCE**

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Parental attitude has a key influence on a child's school attendance and parents/carers can do much to encourage even reluctant students to attend.



#### **ATTENDANCE GUIDANCE FOR PARENTS/CARERS**

<https://www.crookhorn.hants.sch.uk/page/?title=Attendance+and+Absences&pid=36>

**At Crookhorn College we believe that every child gets one chance to get the best education.**

### **Reasons for Absence:**



**Lack of Sleep** - Please still send your child into College with a note, when possible.



**Absent, but able to Learn** - Please contact the College to request work or login to itslearning to find relevant learning. We can make a number of adaptations to get students back into College sooner than might be expected if recovering from an operation or injury.



**Ongoing Medical Absence** - It may be necessary for us to request medical evidence\* advising that the student is unfit to attend. This must also state how long this will be for.



*\*Please note that the Education Act 1996 places the responsibility on parents/carers to provide medical evidence when requested by the school. There is an 'Information Sharing Consent Form' available from GP practice where a parent can give consent for the GP to share information about their child.\**



**Appointments** - Medical and dental appointments should be made outside of the College day wherever possible. As a College, we only authorise a maximum of half a day for a single medical appointment; there are exceptions to this if a student is having longer or specialist

medical treatment and evidence will be requested in the form of an appointment confirmation message, letter, booking slip or similar.



**Child contacts their parent** - If your child contacts you using their mobile phone to pick them up, instead of following the correct procedure of reporting to reception/medical room, this absence will be unauthorised.



**Absence either side of a school holiday** - We do not authorise absences either side of school holidays unless evidence is provided of genuine and exceptional reasons for absence. **Unauthorised absence could result in prosecution.**



**Absence of siblings** - The absence or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the College day) arrangements should be made to ensure that the other sibling is either dropped off or collected on time.

### **Absence for Holiday:**



School holiday dates are published well in advance on the College website.



Holidays in term time will **not** be authorised. Requests for absence may be authorised if there are exceptional circumstances but the length of time authorised is likely to be limited.



#### **FIXED PENALTY NOTICE INFORMATION**

<https://www.crookhorn.hants.sch.uk/attachments/download.asp?file=687&type=pdf>



#### **REQUEST FOR ABSENCE FORM**

<https://www.crookhorn.hants.sch.uk/attachments/download.asp?file=348&type=pdf>

### **NHS Guidelines for Illnesses:**

Please see the following link for guidance from the NHS on when to keep students home unwell:



#### **NHS LIVE WELL GUIDANCE**

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

- There remain a lot of absences for common coughs and colds. Please treat with some paracetamol/Calpol prior to the College day. If a further dose of medication is required during the College day this can be administered at lunch time in the medical room. If your child becomes worse after this, contact can be made with yourselves to arrange collection.
- Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache, sore throat, then as with adults, the medical advice is to give them paracetamol and send them to school. We are likely to challenge an absence if these are given as reasons. We will always contact you if your child's condition worsens or if we believe their illness is contagious such as Chickenpox, vomiting, etc.
- A polite reminder that Government guidelines state that the authorising of any absence from school is at the discretion of the individual setting and not an automatic right.

### **Home Visits:**

We are under increasing pressure to ensure that students are attending College, with a minimum expectation of 95% attendance. As a College, we have a policy that when a student's attendance is low, no reason is given for absence, or we are repeatedly told they are unwell without details or medical evidence, we will seek further clarification of these reasons. We may carry out home visits to do this. It could be conducted at any stage of an absence to help support a student coming back into College. These may be arranged in advance or unannounced.

### **Reporting Absences:**

- Remember to contact the College for any absence, explaining the reason. Parents/carers should contact the College **EVERY DAY** that their child is absent. If this is not done, then a message will be sent informing parents of their absence.
- If a reason for absence is not provided within 24 hours, your child's absence will be recorded as unauthorised. At this point, we may also conduct home visits.
- During out of office hours or at busy times the phone could go to an answerphone, or you can use Class Charts to inform us of an absence.

In leaving a message via answerphone or through Class Charts, please tell us the following information:

1. Your name.
2. The name of the student who will be absent (or late).
3. The students' Year Group and Tutor Group.
4. The reason for absence. This needs to be a clear explanation. Simply reporting them as 'Unwell', 'Poorly' or 'Sick' is not acceptable.