

What if my child is ill?

There may be times when your child has to miss school because they are ill.

Please ensure you **call the school each day** of your child's absence and leave a message on the answerphone to explain the reason for your child not being able to attend school.

However, if your child is frequently absent from school due to sickness, we can ask that you provide medical evidence or we may have to stop authorising the absences.

This does not mean that the school does not believe you or your child, but that they want to do the best for you by ensuring your child can attend school as much as possible, providing extra support such as accessing the school nursing team if necessary.

As a parent you can help keep your child's level of absence down by sending them into school every day and arriving on time.

How is attendance monitored at Shamblehurst Primary School?

Every 2 weeks Mrs. Winfield, our attendance officer, will run reports to highlight all children with less than 95% attendance.

Mrs. Winfield will send letters to parents of children with below 95% attendance and monitor for improvements.

If no improvement is seen further action may be necessary such as; requiring medical evidence to authorise absence, setting up an attendance contract with parents, or as a last resort raising a penalty charge notice.

We wish to avoid the need for further action by keeping up regular communication with families.

School start and finish times

Year 6—Start at 8am finish at 2:30 pm

Year 5—Start at 8:30am finish at 3pm

Year 4—Start at 8am finish at 2:30pm

Year 3—Start at 8:15am finish at 2:45pm

Year 2—Start at 8:30am finish at 3pm

Year 1— Start at 8:15am finish at 2:45pm

Year R—Start at 8:20 finish at 2:45pm

A late mark will be given if your child arrives more than 10 minutes after their start time (above). If your child arrives more than 10 minutes late an unauthorised mark will be given for the morning session.

Attendance at school is a crucial part of a child's development and we want to work with our families to ensure that every child at Shamblehurst Primary School is able to attend each day they are able to.



Contact details

School Phone Number—01489 782342

Mrs Winfield (Attendance Officer)
Rebecca.winfield@shamblehurst.co.uk

Mrs Curry (Family Support Worker)
Sarah.curry@shamblehurst.co.uk

Good School Attendance Guide



Working with
Hampshire
County Council

Why is it important for children not to miss school?

All parents want the best for their children and for them to get on well in life. Having a good education is important to ensure that they have the best opportunities in their adult life.

If children do not attend school regularly they may;

- Struggle to keep up with school work. As in a busy school day it is difficult for the teachers to find the extra time to help a child catch up.
- Miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships; a vital part of growing up.

Setting good attendance patterns from an early age, from nursery through primary school will also help your child later on in life, to both secure and keep a job.

Being on time is also vital. Arriving late at school can be very disruptive for your child, their teacher and the other children in class.



What could the impact of poor attendance be on your child?

For individual children the negative effects of poor attendance can include;

- Slower progress in learning
- Worse opportunities for future employment
- Poorer mental health and emotional wellbeing
- Restricted social and emotional development
- Increased vulnerability to exploitation

What does the law say?

By law, all children of compulsory school age (between 5 and 16) must receive a suitable, full-time education.

Once your child is registered at a school you are responsible for making sure he or she attends regularly. If your child fails to attend regularly the Local Authority may take legal action against you.

If you think that you might need to take your child out of school, please complete an absence request form as soon as possible.



Absence Requests

Sometimes exceptional circumstances such as a family bereavement or taking part in an agreed religious observance would be authorised for short periods.

Unacceptable reasons for missing school include family holidays, birthdays and shopping.

Please note, **the only person who can give permission for a child to be absent from our school is Mrs. Jones**, our Head Teacher.



Medical Appointments

We understand that children may have to attend medical or dental appointments during school time.

Where possible, please try to make any routine appointments during the school holidays or after school.

If your child has an appointment during school hours we may ask for the confirmation letter to verify this.

