



ATTENDANCE GUIDELINES FOR PARENTS

At Princess May Primary School, we open the school gates at 8.45am, where all children can enter their classrooms. Parents are warmly welcomed to escort their children into the playground. Any questions or queries in the morning should be directed to the school office as teachers need to focus on the children in the classroom.

From 8:45am - 8:55am, we provide 10 minutes of free extra work to help your child along in their learning. Lessons then begin promptly at 8.55am. The external school gates will close at 8.55am and any child arriving after this time will need to enter via the main office. They will not be marked late until 8.55am. Children who arrive late not only miss a vital part of the day but also disturb the learning of the rest of the class. All lates will be monitored and recorded. Persistent lateness could result in a referral to the School Attendance Officer.

Children have only 190 school days in a year, and we believe that each one is important. Evidence shows there is a clear link between poor school attendance/punctuality and low levels of achievement. We expect all individual pupils to achieve at least 97% attendance.

On the first day that your child is ill, you must contact the school office by 9am on **020 7254 1589**, or email admin@princessmay.hackney.sch.uk to report your child ill to the school office. The reason for absence will be noted on your child's file. If a child is absent and a message has not been received, the school will ring to discuss the reasons for absence with you.

Absences due to an Appointment

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, dentist, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to write informing the school of the appointment in advance. This means that when a parent arrives to collect a child all staff have prior warning that the appointment is taking place. For any medical absence to be authorised, written proof will be needed from the medical professionals. Thank you for your co-operation in this matter.

Absences due to Holiday/other circumstances

Current legislation states schools have discretionary power to grant leave of absence. No holiday will be authorised, as per guidance from the DfE. If you want to remove your child from school, you are required by law to notify the Headteacher in advance. The DfE, Hackney Education and our Governing Body monitor all absence from school. The DfE expects all children to have 100% attendance. If a child falls below this during the year, they may be referred to the Inclusion and Attendance Service. The parents can be prosecuted for poor and persistent absence.

The school will refer pupils to the Hackney Education School Attendance Officer if there is a cause for concern about unauthorised absence/(s) and/or lateness. In most circumstances each liable parent/carer could receive a Fixed Penalty Notice of £60 or further action being taken if the absenteeism persists. The same fine can be issued for unauthorised term time holidays of three days or more. If the penalty notice is not paid in full within 28 days, the local authority can prosecute for

the offence. To help plan your holidays you will find our term dates on our school website and Parent Notice Board. Please ensure personal holidays are taken within the 13 weeks allocated for this.

Absences due to Illness (including Covid)

The following guidelines should be followed to ensure infection or illness is not passed on to other children:

- **Vomiting or diarrhoea** - Keep off for at least 48 hours after the last episode.
- **Chickenpox** - Keep off until the last batch of spots have crusted.
- **Measles** - Keep off for 5 days from the onset of the rash.
- **Mumps** - Keep off for 5 days from the onset of swollen glands.
- **Impetigo** - Keep off until the lesions have crusted over.
- **Head lice** - Inform the school and treat. No time off school warranted.
- **Thread Worms** - Inform the school and treat. No time off school warranted.
- **Scarlet Fever** - Inform the school and follow GP advice
- **Covid** - Follow the current Government guidelines. Check with the office.

The school and Hackney Education work closely together to ensure that all pupils attend school regularly and arrive on time and we hope that you will also support us in ensuring that your child receives their full educational entitlement. If you have any enquiries or concerns regarding your child's attendance or punctuality, please inform your child's class teacher or a member of the school leadership team and we will do all we can to support you.

We are very proud of the achievements and progress of our pupils and are passionate about a child's right to an education. This can only be achieved through good attendance to school.