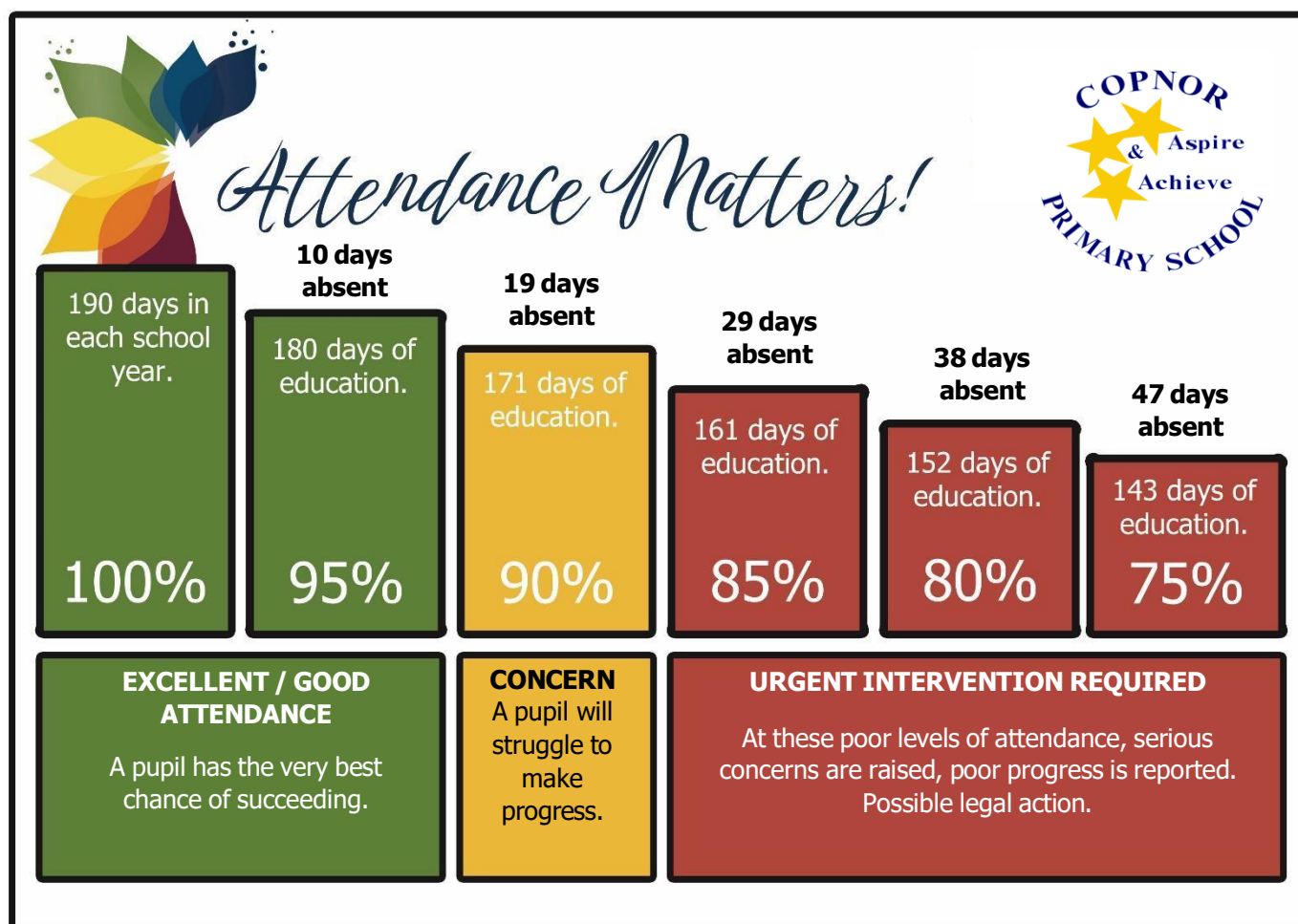


'Moments Matter, Attendance Counts'

A Copnor Primary School Guide to Attendance Expectations

At Copnor Primary School we believe that every child gets one chance to get the best education. If they are not in school, 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 school. We thank those parents that ensure that attendance is above 96%. Absence should only occur in the extreme of circumstances.



The graph above shows the impact of any drop in attendance with regard to the number of days of learning that are lost. When learning is lost in this sense, it is almost impossible for a pupil to catch up. If your child's attendance falls below 90%, you will be invited in to discuss support or ways to prevent further decline. Further absence may only be authorised if we receive medical evidence e.g. medical appointment, prescription. At Copnor Primary School, if a pupil is not in school and their attendance levels drop, we have a legal responsibility to investigate to find out why and to help improve matters quickly.

It is a known fact that the performance of pupils 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. Please take the time to view the information contained in this document which explains the framework we operate within, to manage attendance at Copnor.

How parents/carers can encourage good attendance:

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

Who is involved in attendance monitoring?

We employ an Attendance Officer. Senior Leadership also monitor and challenge attendance as a major part of their daily work. Individual class teachers may also raise and share concerns about attendance. Our Attendance Officer is a daily contact point for reporting an absence. Our Office Team or First Aid Team will contact parents to come and collect a child who has become unwell.

For additional guidance on general school attendance management please visit the Portsmouth City Council website:



ATTENDANCE GUIDANCE FOR PARENTS/CARERS

<https://www.portsmouth.gov.uk/services/schools-and-learning/schools/school-attendance/>

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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 school. We thank those parents that ensure that attendance is **above 96%**. Absence from school should only occur in exceptional circumstances and holidays taken in term time will not be authorised.

Reasons for Absence:



Lack of Sleep – Please contact the school by 9.30am to inform them, allow your child up to a few hours to catch up and then send them into school.



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

If your child is able to learn, we may be able to make arrangements to maintain access to their learning e.g. if they are recovering from an operation or injury.



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 school day wherever possible. As a school, we only authorise a maximum of half a day for a single medical appointment; there are exceptions to this if a child 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. Absence will not be authorised without this.



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 pupil should not affect the education of their siblings. If a pupil has an appointment (particularly at the beginning or end of the school day) arrangements should be made to ensure that the other sibling is either dropped off or collected on time. As a school, we are fortunate to have a Breakfast Club and After School Club provision, which can support with this.



Absence on birthdays - We do not authorise absences for birthdays unless evidence is provided of genuine and exceptional reasons for absence.



Absence for pets dying - We do not authorise absences for pets dying unless evidence is provided of genuine and exceptional reasons for absence. We do have support for the children in school for these circumstances, if needed.

Absence for Holiday:



School holiday dates are published well in advance on the school website, newsletter and Portsmouth City Council website:

<https://www.portsmouth.gov.uk/services/schools-and-learning/schools/school-term-dates/>



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. If we suspect you are on holiday and you have not advised us, we may still proceed with issuing a penalty notice.



FIXED PENALTY NOTICE INFORMATION

<https://www.portsmouth.gov.uk/services/schools-and-learning/schools/school-attendance/school-absences/penalty-notices-information/>



REQUEST FOR ABSENCE FORM

<https://copnorprimary.co.uk/wp-content/uploads/2025/05/LOAF-Sept-2024.pdf>

NHS Guidelines for Illnesses:



Please see the following link for guidance from the NHS on when to keep pupils 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 school day. A top-up can always be provided during the day by contacting the School Office, then if your child becomes worse after this, contact can be made with yourselves to arrange collection. **Please note:** We are only able to administer Calpol to your child in school for three consecutive days.
- The GOV.UK 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 **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 headteacher and not an automatic right.

Home Visits:

As a school, we have a policy that when a pupil's attendance may be low, no reason is given for absence, or we are told they are unwell without details or medical evidence, we will seek further clarification of these reasons. We will carry out home visits to do this. We also conduct supportive visits if we are out in locations already.

It could be conducted at any stage of an absence to help support a pupil coming back into school. Home visits may be arranged in advance or unannounced.



Reporting Absences:

- Remember to contact the school for any absence, explaining the reason. Parents/carers should contact the school EVERY DAY that their child is absent. If this is not done, then a message will be sent informing parents of their absence.
- If there isn't a reason for absence provided, our Attendance Officer will complete attendance phone calls to establish reasons.
- **At this point of concern, we may also conduct home visits.**
- Either call our number and press option 1 to leave a message or use the Arbor app to inform us of an absence.

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

1. Your name.
2. The name of the child who will be absent (or late).
3. The child's Year Group and class.
4. The reason for absence. This needs to be a clear explanation. Simply reporting them as 'Unwell', 'Poorly' or 'Sick' is not acceptable.
5. A progress report of any illness and expected return date.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**