



## ATTENDANCE AT HORN'S MILL PRIMARY SCHOOL

Welcome to our Attendance Newsletter.

As you know, at Horn's Mill we are committed to ensuring that each of our children get the very best possible start to life. One way we can do this is through ensuring regular school attendance. Evidence shows that children who attend school regularly are more successful, not only in school, but in all areas of life. We hope that you will continue to support us in improving our school attendance by making sure the children attend school.

### TERM TIME HOLIDAYS

Your children attend school for 190 days out of 365, this leaves 175 days for holidays.



Please book your holidays during these 175 days of school holidays. Holidays in term time cannot be authorised, unless there are exceptional circumstances.

If you do take your child on holiday during term time without authorisation, then you will be at risk of receiving a Fixed Penalty Notice, which is currently £60 per child per parent.

### LATENESS:

The doors and gates open at 8:30am to allow children enough time to put their book bags and coats away, for parents and carers to talk to the class teacher and for Morning Challenges to be completed.

If your child is not in their classroom at 8.55am they will receive a late mark.

Any time after 9.30am they will receive an unauthorised absence for the morning.

Learning starts at 9am promptly in the morning, it is vital you teach your child from an early age the importance of punctuality and attendance.



### WHAT TO DO IF YOUR CHILD IS ILL:

Inform the school on the FIRST day of absence with the reason, either by phone 01244 259680 or in person.



You must also contact school on each day your child is ill to confirm their absence, unless you can inform the office of a date your child will return.

Failure to contact will result in the absence being recorded as unauthorised.

5 Unauthorised absences in one term could also lead to a Fixed Penalty Notice.

### Lateness every day = Lost Learning

5 minutes late	3 days lost!
10 minutes late	6.5 days lost!
15 minutes late	10 days lost!
20 minutes late	13 days lost!
30 minutes late	19 days lost!

### ILLNESS

Unfortunately, illness happens and we understand that it may be unavoidable at times, especially if there is a sickness virus or chicken pox etc.



School have strict guidelines given to us by the NHS regarding the time children need to stay away from school at such times.

Please contact the office if you are unsure.

These absences should be requested in advance:

- Dental / Medical appointments
- Participation of approved public performance
- Day of religious observance
- Exceptional family circumstances
- Special Leave of absence
- Traveller child travelling for work



### Vomiting & Diarrhoea

Children **MUST** be kept away from school if they have vomited or had diarrhoea. They must also be clear of **ANY** symptoms for **48 HOURS** before returning.