



HUNSLEY PRIMARY FOCUS ON ...

ATTENDANCE

AND SCHOOL HEALTH

WHAT PARENTS/CARERS

NEED TO KNOW

All parents/carers should familiarise themselves with the schools' policies and procedures and this document should be read in conjunction with them - [School Policies - Hunsley Primary](#)

- [REPORTING ABSENCE AND APPOINTMENT LETTERS/CONFIRMATION](#)
- [LOOKING AFTER THE SCHOOL COMMUNITY HEALTH](#)
- [REQUESTING TERM TIME ABSENCE AND EXCEPTIONAL CIRCUMSTANCES](#)
- [PENALTY NOTICES](#)
- [SPOTLIGHT ON ATTENDANCE](#)
- [USEFUL LINKS](#)



REPORTING ABSENCE AND APPOINTMENT LETTERS/CONFIRMATION

Unplanned Absence - You must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible in one of the following ways:

- calling the school 01482 330883
- emailing enquiries@hunsleyprimary.org.uk
- Using the absence reporting on the Arbor Parent Portal/App.

If your child is absent for more than one day, please ensure that you contact the school **on each morning of the continued absence**.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness. Please give clear details of the reason for absence including your child's symptoms.



Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parent/carer will be notified of this in advance.

Medicines Procedure

Children who are feeling under the weather but are not suffering from symptoms such as high temperature, sickness or diarrhoea can be supported at school through our medicines procedure. Under the guidance of East Riding of Yorkshire Council and Public Health we can administer unprescribed medicines such as paracetamol-based medicines in the short term (48 hour period). If your child's symptoms persist longer than this, we would recommend that you seek medical advice.

All medicines must be handed in at the school office and a 'Medicines to be administered in school form' must be completed. Please do not under any circumstances send medicines in your child's school bag. If they attend a club or the wraparound provision, please ensure that the medicines are handed to an appropriate adult. A 'Medicines to be administered in school form' can be completed even if the school office is not open as these are available in the entrance foyer of the school.

Planned Absence - Attending a medical or dental appointment will be counted as authorised as long as you notify the school in advance of the appointment by telephoning or emailing on 01482 330883 / enquiries@hunsleyprimary.org.uk. **You should also provide the school with a copy of the appointment confirmation.**

However, we encourage you to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Continue reading for:

LOOKING AFTER THE SCHOOL COMMUNITY HEALTH



LOOKING AFTER THE SCHOOL COMMUNITY HEALTH

To support our school community, we continue to follow these approaches:

- Modelling to the children how to effectively wash their hands
- Keeping rooms ventilated whilst still being aware, when temperatures drop outside, of children needing to be warm enough inside
- Daily cleaning of touch points - door handles, light switches, interactive whiteboards
- Additional measures for keeping clean, especially for those younger pupils.
- Plenty of tissues in the classroom and around the site for those who need to use them



Our 48 hour sickness and diarrhoea policy means that children who do unfortunately become poorly only return to school 48 hours after their last bout of sickness and/or diarrhoea.

Handwashing: an easy way to protect yourself and your child from illness!

We continue to carry out our regular handwashing reminders with the children: we have a set handwashing routine in school and make sure the children are reminded throughout the day to keep their hands clean; but it never does any harm to show the children step-by-step how to do it to the best effect. Why not visit the World Health Organisation's pages on handwashing to find out the 11 steps for super clean hands – you can encourage your child to follow the routine at home, as well as at school.

[How to wash your hands - NHS](#)

Sickness and/or Diarrhoea – National Guidance

It's really important for schools that cases of sickness and/or diarrhoea are managed. As parents/carers you can make a really valuable contribution to this management by being vigilant when it comes to sickness and/or diarrhoea. With this in mind if your child has been sick or has had diarrhoea at home or at school they must remain at home according to the following...

As per Public Health England's guidance, Children with these symptoms should be kept at home for 48 hours after the last incident of sickness or diarrhoea. If symptoms persist or reoccur medical advice should be sought.

We also urge that parents/carers give a clear reason for absence, particularly specifying if sickness and/or diarrhoea are involved. Please do not send your child into school if they're showing these signs of a sickness or diarrhoea bug. Thank you for supporting school in managing children's health.



Immunocompromised and Pregnant Individuals in our School

To support the health and well-being of immunocompromised and pregnant individuals in our school, it is very important that our parents/carers are vigilant when it comes to symptoms of illnesses that may put these individuals at risk. Please do not send your child into school if you suspect that they have a potentially infectious illness such as Chicken Pox, Shingles, German Measles or Measles. If you suspect that your child has Slapped Cheek please notify the school in advance of your child attending. Please support the school by giving clear and concise details of your child's symptoms and if you have any concerns seek medical advice.

If a child presents as having symptoms that we have concerns about or we feel may require medical advice, we will contact parents/carers to request that you arrange this accordingly.

Further information on what to look for and where to seek help if you're concerned about an illness that your child may have recently developed can be found here - [NHS Healthier Together Child 5 - 11 Years](#)



PREGNANCY
AND BIRTH



NEW PARENT
AND BABY



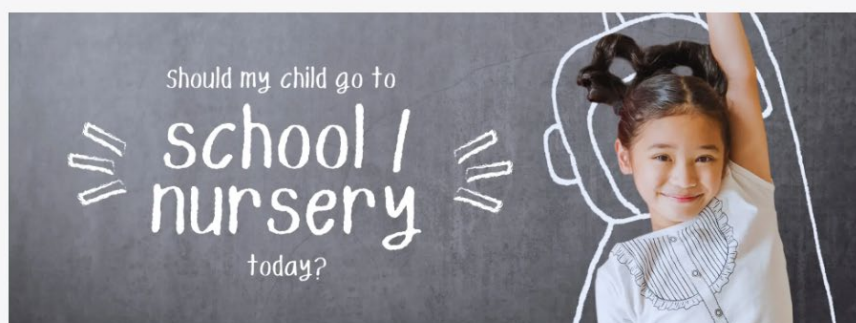
CHILD
1 - 4 YEARS



CHILD
5 - 11 YEARS



YOUNG
PERSON



RECENT ILLNESS OR
CONCERN



ACCIDENTS AND
INJURIES



COMMON HEALTH
CONCERNS



SAFETY AND
PREVENTION



MENTAL
HEALTH



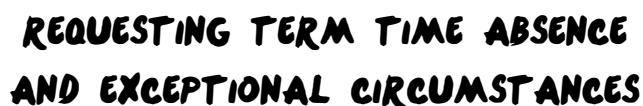
CHILD
DEVELOPMENT



EVERYTHING
ELSE

Continue reading for:



REQUESTING TERM TIME ABSENCE AND EXCEPTIONAL CIRCUMSTANCES



An **'Exceptional Absence Request Form'** should be completed which is accessible via the school office or website. The headteacher may require evidence to support any request for leave of absence.

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitant from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.

- Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school.

	<h2 style="margin: 0;">Absence from School for Exceptional Circumstances Request Form</h2> <h3 style="margin: 0;">Hunsley Primary</h3>					
**Please Note all sections of this form require completing in order for your request to be considered.						
Child(ren)'s Name(s)	DOB	Year				
<i>Please add all children to one form</i>						
Parental Full Name	Parents Tel	Parental DOB				
Home Address of parent(s) responsible for this absence		Email address				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> I request permission for my child/ren to be absent from school between: </td> <td style="width: 15%; padding: 5px; text-align: center;"> <i>Date of first day of school absence</i> </td> <td style="width: 15%; padding: 5px; text-align: center;"> <i>Date to of return to school</i> </td> <td style="width: 37%; padding: 5px; text-align: center;"> <i>Total of days absent from school</i> </td> </tr> </table>			I request permission for my child/ren to be absent from school between:	<i>Date of first day of school absence</i>	<i>Date to of return to school</i>	<i>Total of days absent from school</i>
I request permission for my child/ren to be absent from school between:	<i>Date of first day of school absence</i>	<i>Date to of return to school</i>	<i>Total of days absent from school</i>			
<p>All requests should be discussed with the Headteacher prior to submitting this form. Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will <u>not</u> be able to consider your request without your <u>supporting documents</u>. Please read carefully the Absence from School for Exceptional Circumstances Information for Parents attached.</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>						
<p>¹Parent's Declaration:</p> <p><i>I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;"> Full Name: _____ Signed: _____ (Parent/Carer 1) </td> <td style="width: 50%; padding: 5px;"> Full Name: _____ Signed: _____ (Parent/Carer 2) </td> </tr> <tr> <td style="padding: 5px;"> Date: _____ </td> <td style="padding: 5px;"> Date: _____ </td> </tr> </table>			Full Name: _____ Signed: _____ (Parent/Carer 1)	Full Name: _____ Signed: _____ (Parent/Carer 2)	Date: _____	Date: _____
Full Name: _____ Signed: _____ (Parent/Carer 1)	Full Name: _____ Signed: _____ (Parent/Carer 2)					
Date: _____	Date: _____					
<p><i>Please note:</i></p>						

¹ Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (Education Act 1996 sec 576)

An example of evidence for point 4 above would be a wedding invitation or funeral programme/notification that details the date, time and location.

Please ensure that when completing the 'Exceptional Absence Request Form' your dates cover the entire length of the absence. If your child will be leaving school during the school day or arriving back part way through the day, please ensure that you include the relevant times as well.



For requests for family holidays/events where the school is unable to authorise the absence, the 'Exceptional Absence Request Form' must still be completed in line with the schools' policy. It is important to note that additional absences that occur either side of a requested absence such as illness will be monitored closely. If there is a concern about the authenticity of the absence, then the school may request evidence of your travel details and/or medical evidence.

If no form is completed, as with unplanned absences, where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parent/carers will be notified of this in advance.

Continue reading for:

PENALTY NOTICES





PENALTY NOTICES

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence, you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions etc.).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions, and a five-day absence is equal to 10 sessions.**

- If your request is declined and you take your child out of school each person with day-to-day care of the child(ren) may be issued with a £160 penalty notice if paid within 28 days this reduces to £80 if paid within 21 days. If after 28 days the fine remains unpaid you may be summoned to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- Where it is deemed appropriate to issue a second penalty notice within 3 years of the first penalty notice, the second penalty notice will be charged at a flat rate of £160 if paid within 28 days. If after 28 days the fine remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.
- If a third penalty notice referral is received within a 3-year period, a further penalty notice fine cannot be issued and legal action will be considered.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.

Continue reading for:
SPOTLIGHT ON ATTENDANCE



SPOTLIGHT ON ATTENDANCE

Hunsley Primary are very pleased to work closely in partnership with parents to help ensure that every child has the opportunity to fulfil their potential. Regular attendance in school is vital for each child to engage fully in learning and achieve well.

The attendance of individual pupils and 'whole school' attendance is measured using a percentage score which we monitor weekly. A percentage of 95% or above is the benchmark for good school attendance.

Sickness Absence

A copy of the East Riding and NHS guidance for parents on child absence due to medical appointments and illness can be found on our website. We are happy to advise further on school policy should you have any questions.

If your child has suffered from sickness and / or diarrhoea, the school policy is to follow the East Riding and NHS advice and ask that you keep your child at home for 48 hours from the last bout of sickness and / or diarrhoea. This is to prevent the spread of infection across the school.

Understanding your child's school attendance rate

Once a child has missed 10 school days (2 weeks) during a school year. They will not be able to achieve a 95% school attendance rate for that year. Below is a table that you can use as a rough guide when considering the impact of your child's yearly school attendance rate.

Attendance Rate	95%	90%	85%
Equivalent number of school weeks missed	2 Weeks	4 Weeks	6 Weeks

As you can see from the table, a pupil with an 85% school attendance rate for the year will have missed nearly a whole school term. This level of school absence would affect their ability to do well and achieve at school.

With regard to the attendance of young pupils who may be more prone to tiredness, coughs and colds than their older peers, the priority of Hunsley Primary is to support and encourage parents to ensure that it is possible for their child to achieve 95%+ school attendance. Our high levels of care offered throughout the day should offer reassurance to parents who may have concerns about sending their child.

If you would like to discuss any concerns or questions you might have about your child's attendance, please contact the main office.



How does school attendance impact a child's learning?

**HUNSLEY
PRIMARY**
inspire · aspire

THE
EDUCATION
ALLIANCE

**1 Academic Year =
190 school days**

**0 Days Absent /
190 Days in
School**

**10 Days
Absent / 180
Days in School**

**19 Days
Absent / 171
Days in School**

**29 Days
Absent / 161
Days in School**

**38 Days
Absent / 152
Days in School**

**47 Days
Absent / 143
Days in School**

**100%
Attendance**

**95%
Attendance**

**90%
Attendance**

**85%
Attendance**

**80%
Attendance**

**75%
Attendance**

**Regular attendance is vital for
children to engage fully in
learning and achieve well.**

**Having 90%
attendance in
the 6 yrs of
Primary school is
the equivalent of
more than 6
months of school
missed!**

**A pupil with an 85% attendance for the year will
have missed nearly a whole school term. This level
of school absence would affect their ability to do
well and achieve at school.**



USEFUL LINKS

- [School Policies - Hunsley Primary](#)
- [NHS Healthier Together Child 5 - 11 Years](#)
- [How to wash your hands - NHS](#)
- [ERYC NHS School Absence Guidance For Parents](#)
- [Integrated Specialist Public Health Nursing Service \(ISPHNS\)](#)
- [Absence-from-School-for-Exceptional-Circumstances-Form.pdf](#)
- [ERYC Holidays during term-time and authorised absence from school](#)
- [Working together to improve school attendance - GOV.UK](#)



[RETURN TO FRONT PAGE](#)

