

ATTENDANCE

EVERY DAY COUNTS

At Horndean Technology College we believe that every child gets one chance to get the best education. If they are not in College, 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 College. We thank those parents that ensure that attendance is above 95%. Absence from College should only occur in the extreme of circumstances and holidays taken in term time will not be authorised.

Absence for illness

Hampshire County Council guidance states if your child has no temperature but has a cough, cold, headache, earache; as with adults, medical advice is to give them paracetamol and send them to College. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox or vomiting.

Lack of sleep

If your child has been ill in the night and had broken sleep, please consider sending them into College in the afternoon with a note. Your child may feel better and they will have the chance to attend some lessons, find out about homework and learning missed and to join their friends.

Absent, but able to learn

If your child is absent due to a long term or contagious illness but is able to work at times, please contact the College to request work. We also have Firefly so students can complete relevant learning at home.

Ongoing medical absence

Please note regulations for schools give the Headteacher the right to consider whether to accept the parent/carers position with regard to all absence – and may decide to unauthorise these absences. For ongoing conditions that prevent a student attending College, it may be necessary for us to request medical evidence advising that the student is unfit to attend. This must also state how long this will be for. Please note that the Education Act 1996 places the responsibility on parents/carers to provide medical evidence when requested by the College. There is an 'Information Sharing Consent Form' available from your 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 College day wherever possible. If taken in the day, register for the session before attending an appointment and return to College following an appointment. Ensure you have contacted us in advance to make us aware of a medical appointment that a student will be required to sign out for.

As a College, we only authorise a maximum of half a day for a single medical appointment; there are exceptions to this if a student 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.

Please be aware that the absence or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the College day) arrangements should be made to ensure that the other sibling is either dropped off or collected on time.

Early College closure

We have concerns about student attendance on early closure days. As a College, any absence will be unauthorised unless medical evidence is provided. This can be in the form of an appointment confirmation message, letter, booking slip or similar. Please see section 'Advice on Medical Evidence' for more detail.



Contact

Remember to contact the College for any absence explaining the reason. Parents should contact the College EVERY DAY that their child is absent. If this is not done, then a text will be sent informing parents of their absence.

In out of office hours or at busy times, you could go to an answerphone; after the beep, please tell us the following information:

- Your name.
- The name of the student who will be absent or late.
- Their Year and Tutor Group.
- The reason for absence.

NHS Guidelines for Illnesses

Illness	Guidance
Chickenpox	If your child has chickenpox , keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Cold sores	There's no need to keep your child off school if they have a cold sore . Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
Conjunctivitis	You don't need to keep your child away from school if they have conjunctivitis . Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
Coughs and colds	It's fine to send your child to school with a minor cough or cold . But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
Ear infection	If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away. Ear infections are very common, particularly in children. You do not always need to see a GP for an ear infection as they often get better on their own within 3 days.
Fever	If your child has a fever, keep them off school until the fever goes away.
Hand, foot and mouth disease	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head lice and nits	There's no need to keep your child off school if they have head lice.
Impetigo	If your child has impetigo , they'll need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, drinks.
Ringworm	If your child has ringworm , see your pharmacist unless it's on their scalp, in which case you should see the GP. It's fine for your child to go to school once they have started treatment.
Scarlet fever	If your child has scarlet fever , they'll need treatment with antibiotics from the GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
Slapped cheek syndrome (fifth disease)	You don't need to keep your child off school if they have slapped cheek syndrome because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.
Tonsillitis	Tonsillitis isn't usually a serious condition. If they also have a fever, they should stay at home until it goes away. You only need to see your GP if symptoms: last longer than four days and don't show any signs of improvement are severe – for example, if unable to eat or drink due to the pain, or you have difficulty breathing. Take painkillers as directed to relieve pain.
Sore throat	You can still send your child to school if they have a sore throat . But if they also have a fever, they should stay at home until it goes away.
Threadworms	You don't need to keep your child off school if they have threadworms . Speak to your pharmacist, who can recommend a treatment.
Vomiting and diarrhoea	Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone.

Holiday absence - the Law

As a parent you do not have any legal right or entitlement to take your child out of College in order to go on a family holiday during term-time and you should not, as a rule, expect any leave requested to be granted. The regulations state that Headteachers may only grant any leave of absence during term time if there are exceptional circumstances. If you request leave you must be able to demonstrate that the circumstances are exceptional.

Absence immediately before or after holiday absence could result in prosecution unless evidence is provided of genuine and exceptional reasons for absence. No form of absence immediately before or after a school holiday or a family holiday will be authorised unless evidence is provided of genuine and exceptional reasons for absence. Unauthorised absence could result in prosecution.

If your child is absent from College without authorisation the College may ask Hampshire County Council to serve a Penalty Notice. This Penalty Notice is a fine of £60 which, if not paid within 21 days, rises to £120. If you are issued with a Penalty Notice and you fail to pay it within 28 days you will be prosecuted in court. A referral will be submitted to Hampshire County Council Attendance Panel for consideration of legal action. You will have no further warning and are encouraged to seek independent legal advice should you be required to attend court.

Headteachers cannot retrospectively authorise absence from school under any circumstances. If your request is authorised, you are required to ensure your child catches up on any missed work. This is your responsibility and the College is not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or a referral to the Attendance Legal Panel.

Leave of Absence Request form can be found on the College website under Attendance or obtained from Student Support Services.

Hampshire's Code of Conduct: Issuing Penalty Notices for unauthorised absence from schools (August 2018)

Sections 444A and 444B of the Education Act 1996 empower authorised officers of the local authority, Headteachers and the Police, to issue Penalty Notices to the parents in cases of unauthorised absence from school. Each individual case will be assessed prior to proceeding to Penalty Notice and you would receive a FPN warning letter, the exception to this is holiday absence.

The Education (Penalty Notices) (England) Regulations 2007 (as amended) require the local authority, in consultation with all of the above, to develop a code of conduct for issuing Penalty Notices. Any person issuing a Penalty Notice for the unauthorised absence of a Hampshire child must do so within the terms of this Code of Conduct.

Schools should take all reasonable steps to ensure good attendance without the use of Penalty Notices, working closely with families whose children have poor attendance.

The Department for Education (DfE) guidance indicates that a Penalty Notice can be issued without warning, for example, where a parent takes a child on holiday during term time without the school authorising the absence. If the unauthorised absence meets the thresholds below, parents should know that a Penalty Notice may be issued:

- Absent for 10 or more half-day sessions (five school days) of unauthorised absence in the last 100 possible school sessions – these do not need to be consecutive.
- Persistently late (coded U) for up to 10 sessions (five days) after the register has been closed.
- Persistently late before the close of the register (coded L), for up to 10 sessions (five days) unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

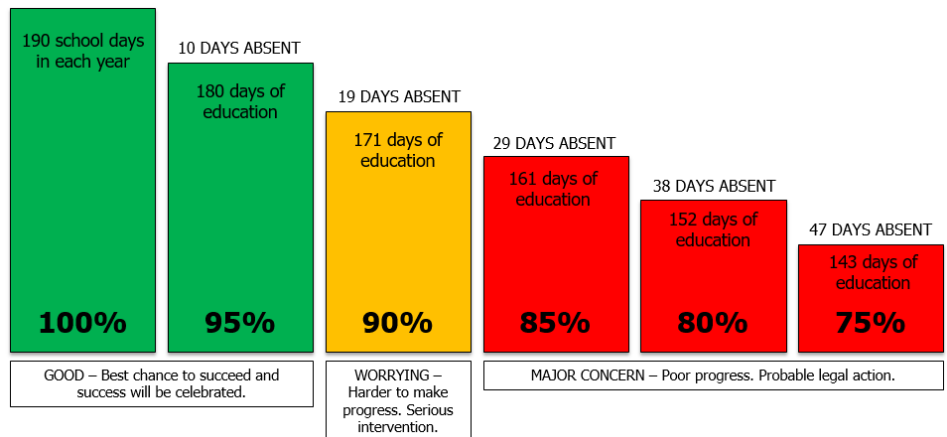
The Code of Conduct states that if a Penalty Notice has previously been issued (even at a previous school), a second unauthorised absence of 10 sessions out of the last 100, may result in the case being referred straight to the Attendance Legal Panel.

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What is excellent attendance?

The graph clearly shows what all schools expect in terms of excellent attendance. 90% attendance is not good enough, it needs to be 95% and above.







How does attendance affect progress?

Attendance below 95% can adversely affect the academic progress of your child and limit their social development as they have reduced access to activities that promote this.

There is a direct correlation between excellent attendance and student outcomes. Those students who have 95% and better attendance make significantly positive progress. Those students below 95% attendance do not make as much progress as those with similar abilities across the country while those with 80% attendance make significantly less progress than those of similar ability across the country. There are always exceptions to this but overall the statistics really reinforce and clearly show that attendance matters. If a child is not in College they are not learning and get left behind.

2019 HTC Results – Attendance band and average grade achieved

-  **Less than 80% attendance**
Average grade **3.05**
-  **85-90% attendance**
Average grade **3.35**
-  **90-95% attendance**
Average grade **4.99**
-  **95-100% attendance**
Average grade **5.02**

The impact of attendance on progress and attainment is widely documented and matched by the outcomes of HTC students.

How can you encourage good attendance?

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

Contacts for attendance

For reporting an absence, contact the college and you will be able to report to Student Support Services.

For concerns about attendance, contact your child's Year Leader or:
 Jen Reid jen.reid@hordeantc.hants.sch.uk – Attendance Officer
 Vera Newman vera.newman@hordeantc.hants.sch.uk – APP Co-ordinator/Parent Support
 Amy Marks amy.marks@hordeantc.hants.sch.uk – Assistant Headteacher