

Pupils with Medical Conditions

In the event of pupils with chronic/severe medical conditions, Springfield will work with you to ensure your child is able to attend school safely. A Health Care Plan and risk assessment will be agreed and we will liaise with nurse specialists as required.

It may be unavoidable to miss periods of school due to treatment and/or recovery periods. In this circumstance, Springfield will work with you to explore ways in which missed work can be caught up on.

Parents can provide medication for their child to keep in school. There is a medication form available to download off the school website. Please complete this form and return it to the Welfare Office along with the medication.

PLEASE NOTE WE DO NOT SUPPLY MEDICINES

What The School Attendance Team (SAT) Do

The school will request that the SAT send you a warning letter that a Fixed Penalty Notice may be issued to **each parent** if your child's attendance does not improve within the next 30 days. We will only do this if your child has had at least 5 days of unauthorised absence. We will also request a Fixed Penalty Notice if you take an unauthorised holiday during term time. A warning is not given in this case.

The School Attendance Team can be contacted directly on 023 92841419. The school holds information leaflets on Fixed Penalty Notices. Please ask if you would like one.

School Contacts

Parents are legally responsible for their child's attendance at school. However, the school is experienced in all matters relating to attendance and we are happy to listen, advise and support you to meet that responsibility.

- **Attendance Assistant** on the dedicated absence line (023) 92381185
- **Tutor/Head of Year/Mrs Jeffery:** (023) 92379119
- **School Nurse, Wendy Evans:** (023) 92379119
- **Email:** contact@springfield.uk.net



Attendance



Every Day
Counts

www.springfield.uk.net

How can Parents Help?

Pupils who achieve well and progress well, attend well. Good attendance at school has proved to be an important indicator of a child's well being, enthusiasm for learning and enjoyment of new life experiences. Here are some ways you can help:

- Follow the procedure for reporting absence on the dedicated absence line by **9.00am** and provide a reason for your child missing school each day of absence.
- Ensure that all absences are acceptable and not for birthdays, shopping, looking after siblings, for example.
- Provide medical evidence for any absence of **five days or more**. Appointment cards, prescriptions, doctors' and pharmacists' notes all count as evidence.
- Provide medication for pupils to take before or in school so that they can still attend.
- Be aware of the label 'Persistent Absentee'. You will be asked for evidence for all absences if your child exceeds 10% absence and is named as a Persistent Absentee. This is recorded by the LA and the DFE and reported to governors.
- Ask for support if you need it. We have a nurse on the staff as well as a School Nurse and access to a range of other specialist agencies.
- Mrs Jeffery, one of our Pastoral Managers, has responsibility for attendance and is happy to chat about any concerns you may have. Please ring the school to talk or make an appointment.
- Absences during term time will not be authorised by the Head Teacher unless there are exceptional circumstances. Absence for holidays and 'family occasions' will not be authorised.

The Statistics

100%	OUTSTANDING BEST CHANCE OF SUCCESS
98%	GOOD Very good chance of meeting at least expected grades
95%	REQUIRES IMPROVEMENT Less chance of success - 50 hours of lessons missed
90%	SERIOUS CONCERN Less than 50% chance of achieving expected grades - 100 hours of lessons missed
BELOW 90%	UNACCEPTABLE Less than 30% chance of achieving expected grades - 150 hours of



What the School will do

- Send home a letter informing you that your child's attendance is becoming a concern or that he/she is at risk of becoming a Persistent Absentee. You will be contacted by the school if your child's attendance slips to 95% in order to alert you and provide early support in order to secure improvement.
- Request medical evidence for any absence of **five days or more**.
- Contact you for information if we have not heard from you on the first day of absence and every day thereafter.
- Offer the support of school staff or outside agencies, if you are experiencing difficulties with your child's attendance.
- Work with you to improve your child's attendance, for example, Attendance Action Plans, Health Care Plans, frequent meetings.
- Record attendance, unauthorised absences and Persistent Absentee status on pupil reports.
- Ask the School Attendance Team to intervene on our behalf if attendance does not improve.

