

# Padiham Green Church of England Primary School



## ATTENDANCE INFORMATION

Regular and punctual attendance is essential in order for children to take full advantage of the educational opportunities available to them. We set each child a minimum attendance target of 98%, which we believe is achievable.

At Padiham Green, we expect every child to attend school every day, on time, where possible.

The school gates open at 8.45am and close at 8.55am. Any children arriving after this time will be marked as 'L' late.

Children arriving after 9.30 will be marked as a 'U' a code which will have an impact on their attendance.



### Attendance Ladder



If your child is unable to attend school, you must contact school on each day of the absence to inform us of the reason why your child is unable to attend school. You can do this by:

- Calling the school office on 01282 776855. You are able to leave a message on the voicemail before 8.45am or by speaking to a member of staff from 8.45 am
- Submitting an absence request through School Spider
- Emailing school on parents@padihamgreen.lancs.sch.uk

If you do not inform us of your child's absence this will be recorded as unauthorised and we will be unable to change this at a later date.

Please note, school may conduct a welfare check at your home address if we have not had any contact about your child's absence.

### Persistent Absence

Any child with attendance below 90% is classed as a 'persistent absentee'. These children are monitored by school and by Lancashire County Council.

If attendance fails to improve with school's support we will refer these cases to PAST (pupil attendance support team), and a School Attendance Consultant may contact you.



# Do I need to keep my child off school?

<b>Whooping Cough</b> 48 Hours after commencing antibiotics	<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	
<b>Impetigo</b> Until lesions are crusted & healed or 48 Hours after commencing antibiotics	<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed	

HSC Public Health Agency

We always recommend, where possible, to send your child into school.

Children do not need to miss school when suffering from minor ailments such as colds, headaches and sore throats.

Over the counter medicine can be given before school and school will contact you if we think your child is too unwell to stay in school.

If your child has been prescribed medicine from the doctor and needs to have 4 doses of the medicine daily, we are able to administer one of the doses in school.

Please contact the school office to complete the appropriate form, to allow us to do so.

You are welcome to come into school to give your child medicine, such as calpol,

## Term Time Leave

Family holidays should be taken during the school holidays as children are not entitled to take holidays during term time.

If you need to take your child out of school during term time, you will need to complete a 'Application for leave of absence from maintained schools' form. Please may we ask that this is completed as soon as possible, but at least 2 weeks prior to the leave. Please make sure you include any evidence that supports your request.

Once you have handed in the completed form, you will receive a response letter from school.

Please note, we do not authorise any term time leave, unless it is deemed as an exceptional circumstance.

School have a duty to notify the Local Authority of any term time leave requests and depending on the duration of the leave, they may issue Parents/Carers with a penalty notice. (£60 per parent/carer per child if paid within 21 days, rising to £120 per parent / carer per child if paid over 21 days). If a fine remains unpaid, the Local Authority may take you to court.

## APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS



It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take any leave in term time. Parents do not have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.

To apply for a child to be granted leave from school parents should complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

**PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)** (Please attach additional sheets if necessary)

Surname of child:	<input type="text"/>	First Name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Year Group:	<input type="text"/>
Surname of parent/carer:	<input type="text"/>	First name:	<input type="text"/>
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Home address:			
<input type="text"/>			
Postcode:		Telephone number:	
<input type="text"/>		<input type="text"/>	
Please provide information regarding the exceptional circumstances supporting this application for leave:			
<input type="text"/>			
Length of absence (number of school days):	<input type="text"/>	Destination (if applicable):	<input type="text"/>
Date of departure:	<input type="text"/>	Date due back in school:	<input type="text"/>
Emergency UK telephone contact name and number:	<input type="text"/>	Other emergency contact details, if leave is outside the UK:	<input type="text"/>

**NHS Blackpool Community Dermatology Service**

Ref: 16637

Glenside Medical Centre  
Main Park Health and Leisure  
Blackpool  
FY2 6LG  
T: 01253 300 300

Dear Patient Name

**Re: Blackpool Community Dermatology Service**

An appointment has been made for you to attend the "Clinic Location" on "Appointment Date" at "Appointment Time".

The appointment will be with "Clinician" - Dermatology.

Please report to Glenside Medical Centre Reception on the 1st floor.

Cancellation and rescheduling: If you are unable to attend this appointment please contact us as soon as possible on "telephone number" to enable us to rebook you to another appointment, and to allow another patient to have the opportunity to attend.

Non-attendance: If you do not attend the appointment without contacting us we will call you and arrange another appointment. If you do not attend the second appointment we arrange with you, you will be referred back to your GP who will then manage your treatment.

Please note that we will telephone you 2 days before your appointment to confirm your attendance and appointment details. Please feel free to ask any questions you may have during this telephone call. If we are unable to contact you we will leave a message about the action to be avoided.

We have also enclosed a Patient Information Leaflet on our service which should answer any additional questions that you may have. If you require any further information, please do not hesitate to contact us on "telephone number".

Yours sincerely,  
On behalf of Blackpool Community Dermatology Service

virgincare

**Sprint** 1:21 PM 89%  
Messages 36-552 Details

Today 1:18 PM

A reminder from Main Street Dental that your family has the following appts on Fri, Jan 23:  
John at 9:40 AM, Suzy at 10:15 AM, Mary at 10:30 AM. Please reply C to confirm or P to get a call from us

## Medical appointments

Wherever possible, medical appointments should be made outside of school hours or in the school holidays.

Time out of school to attend medical appointments should be kept to a minimum and children are expected to attend school both before and after the appointments, where possible, and not withdrawn for a full day.

Evidence of medical appointments will be requested by school, in order the authorise your child's absence.