



Our Attendance Expectations

Our expectation is that all children should attend school every day. We do understand that on occasion, illnesses cannot be helped. Our 'Should I Send My Child to School?' guide will help you decide. For example, if your child has a headache or tummy ache, please give them some pain killers and when they feel better please send your child into school, even if the day has already started.

If your child is too unwell to attend school, please let us know, ideally by 8.30am every day, using the Arbor Parent Portal or App. This absence will be recorded as an illness, but will affect your child's attendance percentage. Medical evidence may be requested.

Where possible, please make any appointments outside of school time. If this is not possible please do let us know, giving plenty of notice. To do this please complete our online form, which can be found on our website under Our Families > Forms. This absence will be recorded as a medical appointment, but will affect your child's attendance percentage. Evidence of the appointment may be requested.

If your child is absent, due to illness for 4 days or more, the class teacher will make a welfare call to offer support for when your child returns to school.

If we begin to notice that your child's attendance is dropping and becoming a concern, or if we notice that there is a pattern with the days they are absent, the class teacher will make a welfare call to offer any support you may need.

Following this, if your child's attendance continues to fall, you will receive an Attendance Letter of Concern.

We will then continue to monitor your child's attendance with the expectation that it will improve. Every day your child is in school, their attendance will increase!

If your child's attendance does not improve, we will send out a second letter of concern requesting medical evidence for future absences. Without medical evidence any further absences will be recorded as unauthorised.

If your child's attendance does not improve, you will be invited to an Attendance Assessment Meeting, with our Designated Safeguarding Lead to see what we can put in place to offer any support you may need.

If there is no improvement a referral may be made to the Attendance Inclusion Officer at Surrey County Council. Parents will be invited to the next stage School Attendance Meeting. It may be decided that a penalty notice is to be issued to parents.

Please view the Attendance Policy for full information.

Surrey County Council Penalty Notice Information

Unauthorised absence of 5 days (10 sessions) or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carers per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carers per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carers per child, in the Magistrates Court under s 444 Education Act 1996.

At Ravenscote we place an extremely high importance on regular school attendance since any absence can impact in a child's progress.

While absence due to illness is unavoidable, we expect parents to book holidays during the school holiday dates which are published a year in advance. Holidays taken during term time are disruptive to the child concerned and also to others in the class.

Any savings that you think you may make by taking a holiday during school time are offset by the cost to your child's education. It is widely known that the link between a child's attendance and attainment is irrefutable.

Should I send my child to school?

It can be tricky deciding whether or not to keep your child off school when they're unwell.

There are government guidelines for schools about health protection and managing specific infectious diseases at GOV.UK and below. These say when children should be kept off school and when they shouldn't.

Lots of help and guidance available:

https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/?utm_medium=email&utm_source=govdelivery

<https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everything-you-need-to-know-about-school-attendance/>

<https://www.gov.uk/school-attendance-absence>

High Temperature

If your child has a high temperature, keep them off school until it goes away. A normal temperature in babies and children is about 36.4C, but this can vary slightly from child to child. A high temperature is 38C or more.

Chicken Pox

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.

My child has Covid-19 symptoms

If your child has mild symptoms and they feel well enough, they can still go to school. Your child should try to stay at home and avoid contact with other people if they have symptoms of Covid-19 **PLUS** either:

- * a high temperature
- * they do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

Feeling anxious or worried

It's normal for children to feel a little anxious sometimes.

They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP.

My child has one of the following common illnesses:

Feeling sick, sore tummy, cough, cold, cold sores, conjunctivitis, runny nose, blocked nose, sore throat, ear ache, ear infection, feeling tired. Unless your child has a temperature or is feeling really unwell, it is fine to send them into school with these illnesses. To make them feel better, please give your child a dose of pain relief before school. A visit to your local pharmacy could also help.

Head lice and nits: There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.

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.

Slapped Cheek Syndrome: 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.

My child has vomiting and / or diarrhoea

Children with diarrhoea or vomiting should stay away from school for 48 hours from the final bout.

Unsure whether to send your poorly child to school?

Please use this helpful NHS Healthier Together website for help on whether to send your poorly child to school:

<https://frimley-healthiertogether.nhs.uk/parentscarers/child-unwell-ok-go-nurseryschool>



Local advice and support to help manage and improve the health and wellbeing of babies, children, and young people

FRIMLEY HEALTHIER TOGETHER: FRIMLEY EAST HOSPITAL, FRIMLEY CLINIC, FRIMLEY HOSPITAL, FRIMLEY HOSPITAL, FRIMLEY HOSPITAL

**"THIS MORNING,
HE HAD A RUNNY
NOSE... BUT LOOK
AT HIM NOW!"**

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



HM Government

Head to the NHS website to find out more.

NHS

**IF YOUR CHILD IS
FEELING UNDER
THE WEATHER,**

**IT CAN BE HARD
TO KNOW IF YOU
SHOULD SEND
THEM TO SCHOOL
OR NOT.**

**UNLESS THEY HAVE A
TEMPERATURE OF
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THEY'RE USUALLY
GOOD TO GO.**

**MOMENTS
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SEARCH NHS SCHOOL
ILLNESS GUIDANCE.



HM Government

NHS

**SCHOOL DAYS ARE
PACKED WITH
MOMENTS OF...**

**CURIOSITY, WONDER
AND CONNECTION.**

SEARCH 'ATTENDANCE'
ON THE EDUCATION HUB



HM Government

NHS

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

**"THIS MORNING, HE
WAS WORRIED ABOUT
SCHOOL... BUT LOOK
AT HIM NOW!"**

**MOMENTS
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HM Government

Head to the Education Hub to find out more.

NHS



Department
for Education

Late to School? The school gates open at 8.30am and close at 8.45am. Any child coming into school after 8.45am will need to sign in at reception. A late app message will then be sent to parents.

**MOMENTS
MATTER,
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