



Attendance and Punctuality

'Growing through Whitchurch - from early learners to confident leaders.'

Wemborough Road, Stanmore, HA7 2EQ
Tel: 020 8951 5380

Email: office@whitchurchps.co.uk
Absence: absence@whitchurchps.co.uk
www.whitchurchprimary.harrow.sch.uk

Leave of Absence

Requesting leave of absence

- Parents must fill in a 'Request for Leave' form from the school office to apply for term-time absence **at least 2 weeks in advance**.
- The Deputy Headteacher will **require evidence** to support any request for leave of absence.
- A leave of absence, including the length of time, is granted **at the discretion of the Deputy Headteacher**.
- Medical/dental appointments should be arranged outside of school hours where possible.

Exceptional circumstances for leave

It is at the school's discretion to decide which circumstances are 'exceptional'. As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused.

Examples of circumstances that are not exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

You can be fined for taking your child out of school (see Penalty Notices for Unauthorised Absences overleaf)

Absence Procedures

- If your child is absent due to illness please email absence@whitchurchps.co.uk or telephone the school office on **020 8951 5380 by 9.30am** on the day of absence.
- If you have not contacted the school, a member of staff will telephone you to find out where your child is and how long they will be absent for.
- Where there are doubts about the authenticity of the illness, the school will ask for medical evidence.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as **unauthorised**. Parents will be notified of this in advance.

Where there are concerns regarding a child's welfare or we have not heard from you, a home visit will be carried out. Please note that abuse directed towards our staff will not be tolerated.



Attendance and Punctuality

SAFEGUARDING

Poor attendance/punctuality could indicate various safeguarding issues.

GOOD HABITS

Forming good habits early on can be crucial to success later in life.

IMPROVED WELLBEING

Regular routines and increased social interaction promote positive mental health and wellbeing.

ACADEMIC SUCCESS

Countless studies have shown that good attendance and punctuality can positively impact academic achievement.

Start and Finish Times

Year Group	Start time	Finish time
Nursery AM	8.30am	11.30am
Nursery PM	12.30pm	3.30pm
Reception, Year 1 & Year 2	8.55am	3.20pm
Years 3 to 6	8.55am	3.25pm

Any child who arrives **after 8.55am** will be marked as late and **after 9.30am** will be officially unauthorised - this could count towards an Education Penalty Notice being issued if the threshold has been met over a fixed period of time.

A charge will be made for persistent late collection beyond 3.45pm (more than 3 instances per term). Please see the Charging and Remissions policy on our website for details.

Is my child too ill for school?

YES. Keep your child off school until...

Chickenpox	At least 5 days from the onset of the rash and until all blisters have crusted over.
Diarrhoea & Vomiting	48 hours after their last episode.
High Temperature	Their temperature goes away.
Impetigo	Their sores have crusted and healed, or 48 hours after they started antibiotics.
Measles	4 days after the rash first appeared.
Mumps	5 days after their swelling started.
Scabies	they've had their first treatment.
Scarlet Fever	24 hours after they've started taking antibiotics.
Whooping Cough	48 hours after they've started taking antibiotics.

NO. You can send your child to school with the following conditions...

Conjunctivitis	Get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
Coughs & Colds	It's fine to send your child to school with a minor cough or common cold.
Hand, Foot & Mouth	Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head Lice	You can treat head lice and nits without seeing your GP.
Threadworms	Speak to your pharmacist who can recommend treatment.
Sore Throat Tonsillitis	You can send your child to school with a sore throat, so long as they don't have a high temperature.
Slapped Cheek Syndrome	Once a rash appears they are no longer infectious.

NHS

www.nhs.uk/conditions

Penalty Notices for Unauthorised Absences

The following changes apply to unauthorised absence and irregular absence after 19th August 2024.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent/carer, per child when paid within 28 days (reduced to £80 per parent/carer, per child if paid within 21 days).

Second Offence

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent/carer, per child when paid within 28 days (no reduced rate will be offered).

Third Offence

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. the case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent/carer, per child.

For more information please see the Attendance page of our website and visit the government website: www.gov.uk/government/publications/working-together-to-improve-school-attendance