

## When to keep your child off school

Of course, there will be times when your child has to miss school for a good reason. If your child needs time off you need to ask the schools permission as far in advance as possible.

Requests must be addressed to the Principal, Peggy Murphy.

### When is it ok for your child to stay away from school?

- Illness – If your child is genuinely ill then, of course, they will need to remain at home. Please contact the school office, before 8:30am with an absence reason. If you are unsure as to whether your child can attend school, please contact your doctor or speak to the school office.

**Diarrhoea and/or vomiting require 48 hours off school from the time of the last sickness.**

- Medical appointments - try to avoid medical appointments during school time, or make them as close to the end of the school day as possible. Naturally there will be times when this isn't possible, but try to give as much advance warning as possible.
- Bereavements – let us know as soon as possible if someone in your family dies we will want to make sure that the staff and pupils act sensitively with your child upon return.
- Religious festivals – Please inform us in advance for time off for religious reasons.

## Finally...

Should you wish to view the Attendance Policy in full please visit our website or speak to a member of the staff team who will be happy to provide a copy of this for you and answer any of your questions.

**Five Acre Wood School**  
Boughton Lane, Maidstone  
Kent, ME15 9QF

Tel: 01622 743925

Email: [office@five-acre.kent.sch.uk](mailto:office@five-acre.kent.sch.uk)

Web: <http://www.fiveacrewood.co.uk>

**Principal**  
Mrs Peggy Murphy



# School Attendance information for parents 2024

This leaflet contains information regarding Child Protection and Safeguarding procedures at Five Acre Wood.



## Attendance Matters

It is important that you ensure that your child attends school regularly. If your child is absent then you must contact school each day to inform us of the circumstances. This will allow us to correctly code the absence in the school registers. We appreciate that it can sometimes be difficult to get through to school particularly at busy times, such as between 9:00-9:45 am, when pupils and visitors may be arriving. All answerphone messages will be listened to. Please leave a message via the answerphone if you are unable to speak to staff directly.

Many of our pupils are required to attend regular medical appointments. Whenever possible please inform the school office or class teachers in advance of the appointment so that we can ensure the absence is authorised and coded in the register correctly.

It is helpful if appointment letters are provided so we can record that this has been shown.

If a pupil has more than 10 **unauthorised** absence we may contact you to offer you support in getting your child to school.

## Punctuality Matters

If a pupil arrives at school after the register closes, it is taken in the morning and the afternoon, we are required by law to record this as an absence. A record of all children who arrive in school after the register has closed is kept and held centrally should it be needed.

## KCC Attendance Procedures

KCC policy requires us to record and report pupil attendance. If you are having difficulty in getting your child to school then please contact us. We may be able to offer support through TEAM.

Assistant Head Teachers, will oversee attendance for the school. This involves meeting with the Local Authority each term to discuss attendance and those pupils whose attendance may be causing concern. The Local Authority requires school to monitor the attendance of any pupil that has an overall attendance which is less than 90%, or a high number of unauthorised absence, where no reason has been provided.

## Transport

If you feel that transport difficulties are affecting your child's attendance please contact KCC transport directly, we recommend telephoning them. Alternatively speak to the transport company directly to resolve any difficulties.



## How good is my child's attendance?

All pupils are expected to reach levels of at least 95% attendance to be able to access and achieve their full potential at school.

90% attendance might sound good, but...

**90% attendance is the same as:**

- **1/2 day missed each week**
- **20 days in each school year**
- **A full month out of school**

**So, 90% is not as good as it first seems.**

97% and above = Excellent

95%-97% = Good

90%-95% = Be aware

80%-90% = Worrying – less chance of achieving full potential

Less than 80% = Serious concerns – which could lead to a referral to Early Help and/or School Liaison Officer.



