



**Halsford Park Primary School**

Manor Road, East Grinstead,

West Sussex, RH19 1LR

Tel: 01342 324643

**Mrs Claire Spencer – Headteacher**

officehp@partnersinlearning.co.uk

www.halsfordparkprimaryschool.co.uk

## Attendance and Sickness Information 2024/25

I hope this leaflet will give you lots of information about attendance & how you can make sure your child has as good attendance as possible.

### EVERY day at school counts

This table of information shows you how important it is that all children have good attendance to make sure they don't miss any vital learning.

Every School Day Counts!			
175 Non-School Days a Year – i.e. Weekends & School Holidays			
190 school days in each year			
365 days in each year	190 school days in each year	11-19 days absence	19+ days absence
	190 - 180 days of education	179 - 171 days of education	Less than 171 days of education
	100% - 95% attendance	94% - 90% attendance	Less than 90% attendance
	<b>GOOD</b> Best chance of success – gets your child off to a flying start	<b>WORRYING</b> Less chance of success Makes it harder to make progress. Action may be taken	<b>SERIOUS CONCERN</b> Persistent absence will affect your child's progress Action will be taken



I look forward to working with you closely to improve this target throughout your child's time at our school.

Mrs Spencer  
Headteacher

## But what if my child is ill?

Children are ill on occasions & when this is the case, we readily accept that being at home is the best place to be. Children can't help being ill & as a school we want all our children to be well, healthy & able to learn happily & confidently when they are here. This traffic light system below is a really useful guide to help you to decide when to send your child to school & when to keep them at home. This information is based on guidance from Public Health England & the NHS & should be adhered to by parents.

If your child is on prescribed medication, please complete a consent form available from the office & website so that we can administer at school.

If your child requires non-prescription medication such as: paracetamol, anti-histamine & travel sickness, please complete the consent forms available from the office & website so that we can administer at school. Please note no verbal permission will be granted.

### HOLIDAYS IN TERM TIME

We do not authorise holidays in term time. We only authorise absence if they are exceptional circumstances.

If this is the case, please complete a leave of absence form (available from the Office & website) addressed to Mrs Spencer, Headteacher at **least 14 days prior**.

### If your child is ABSENT from school...

- ✓ Please phone the school on 01342 324643 & press 1 or send an email to: [officehp@partnersinlearning.co.uk](mailto:officehp@partnersinlearning.co.uk) & leave a message, stating your child's name, class & reason of absence. **Please do this before 8.15am on each day of the absence.**
- ✓ If we have not heard from you by **9.00am** then we will start to call **all** the contact numbers that you have provided in order to gain an explanation for the absence.
- ✓ If we still have not been able to ascertain where your child is then we will make a home visit. However, if we still have not been able to get a response we will then report it to the police as your child will be classed a 'missing child'.

### **RED** **STAY AT HOME**

**Vomiting & Diarrhoea** - Children who have a sickness bug &/or diarrhoea bug **must stay at home until 48hrs after their last bout.**

**Rash** - can be the first sign of many infectious illnesses such as chickenpox & measles. If your child has a rash, check with your GP or a pharmacist before sending them to school.

**Temperature** – if your child has a temperature, 38.0c or above or if you do not have a thermometer they are hot to the touch, please keep them at home until the temperature subsides.

### **AMBER** **TAKE ADVICE**

**Headache** - A child with a minor headache does not usually need to be kept off school. If the headache is more severe, or is accompanied by other symptoms such as a raised temperature or drowsiness, then keep your child at home & consult your GP.

### **GREEN** **COME TO SCHOOL \***

**Cold**  
**Sore throat**  
**Feeling tired**

\*We will always contact you if your child becomes ill during the school day.