

## HOLIDAY DURING SCHOOL TIME

The regulations make it clear that parents do not have any right to take a child out of School for the purposes of a term-time holiday. Holidays during term time are disruptive to childrens' education, these should only be taken in exceptional circumstances. If you are considering taking your child out of School for a holiday, please do not book the holiday before first checking with the School to make sure the holiday dates do not coincide with your child missing important exams/assessments.

Should you wish to go ahead with your holiday plans, you should complete a holiday form at least 4 weeks before the dates of your holiday. The Headteacher will make his decision whether to authorise the absence for holiday depending on various factors which include your child's level of attendance at that time, whether any holiday has previously been taken that year, duration of holiday and exams/assessments as above.

Please note, should you decide to take a holiday without following this procedure, the School will record the absence as an unauthorised holiday. Your child may also miss essential assessments which could adversely effect his/her final grades.

It is the responsibility of the parent/guardian to ensure the continuity of their child's schooling when taking him/her away during term time. The School will not set/mark work in these circumstances.

### ***When Permission is Likely to be Refused***

- If the child has already had some absence in the current or preceding term
- The holiday is near or during exam or test times
- It coincides with the start of the School year/term
- The reason given is that the holiday is cheaper in term-time
- The School believes that it may have a harmful effect on the child's education

## WHAT DOES AN ABSENCE MEAN FOR MY CHILD?



This is James. He is in Year 7 and his attendance is **90%**.

- **Is that good?**
- **What does it mean?**

Let's look a little closer..... James thinks this is pretty good and so do his parents. Are they right?

**90% Attendance = ½ day Missed School EVERY WEEK**

**1 School Year at 90% Attendance = 4 Whole Weeks of Missed Lessons**

What impact might this have?

- 4 weeks worth of lessons is a lot to catch up
- Research (DFES) suggests that 17 missed school days a year equals a whole GCSE grade drop in achievement!

So, 90% is not as good as it first seemed.

Please help us and your child by ensuring their attendance remains above 95% allowing them to achieve their potential.

**If you have any concerns regarding attendance and/or absence, please do not hesitate to contact the School on 01329 231641**

## A GUIDE TO MEDICAL AND OTHER ABSENCES



This leaflet has been designed to help you make the right choices and advise you on the correct action to take when your child is ill.

Please inform the School on your child's first day of absence by telephoning the School absence line on 01329 226540 preferably before 9.30am.

September 2010

Cams Hill School, Shearwater Avenue  
Fareham, Hampshire PO16 8AH  
Telephone: 01329 231641



## ATTENDANCE



When your child is unwell/unable to come to School it is crucial the following steps are observed for their absence:

- Leave a message on the absence line **01329 226540** to advise the School of the absence and the reasons for the absence
- Please email **absences@camshill.com** to confirm your telephone call or forward a letter with your child on his/her return to School - your child should hand this to his/her Tutor during morning roll call/registration

Please be aware that if you fail to inform the School of your child's absence, it will be recorded as unauthorised. If your child's attendance causes concern, eg; drops to or below 85%, shows a pattern of missing particular days, if he/she has frequent or prolonged absence, the School is **required** to inform the Education Welfare Officer (EWO). Parents/Guardians may be required to come into School to discuss the matter. In addition, home visits may be made by the EWO and/or the School's Safer Partnership Police Officer for further follow up.



## REMEMBER TO LET THE SCHOOL KNOW ON THE FIRST DAY OF ILLNESS

### *Reasonable Medical Absences*

- **Chicken pox**
- **Measles or German Measles**
- **Whooping cough**
- **Mumps:** 5 days off following the first signs of illness
- **Scabies:** Stay away from School until treated
- **Impetigo:** Stay away from School until lesions are crusted or healed
- **Diarrhoea & Vomiting:** Return to School 48 hours after last episode
- **Flu or Temperature:** Don't send your child back until they are well
- **Debilitating Period Pains**

### **NOT ALL ILLNESS REQUIRES YOUR CHILD TO TAKE TIME OFF SCHOOL**

### *Unreasonable Medical Absences*

- **Period Pains:** Manageable period pains do not require time off School (gentle exercise helps)
- **Athlete's Foot:** No time off required, seek medical advice to avoid spread of infection
- **Conjunctivitis:** No time off required, treat and send to School
- **Headlice:** No time off required, treat lice and send to School
- **Headache:** Administer pain relief and send into School when pain subsides. A normal occasional headache should not mean a full day away from School
- **Broken Limbs:** Contact the School and a risk assessment will be carried out to see if the School can accommodate your child safely

## AUTHORISED AND UNAUTHORISED ABSENCES

The School **will** authorise your child's absence for the following:

- Wedding - close family member (depending on your child's level of attendance)
- Religious observance - special occasions
- Attending another School as a guest pupil
- Vocational course at College
- Work experience (Year 10 only)
- Prospective employers or college interviews (Year 11 only)
- Family bereavement
- Attendance at a funeral
- Taking part in a public performance
- Exclusion
- Approved sporting activity/School organised trip/visit
- Enforced School closure

The School **will not** authorise your child's absence due to:

- Parental illness
- Inadequate clothing/uniform
- Parental condoned absence (birthday treat, looking after siblings, Christmas shopping)
- Non-urgent medical
- No money for transport
- Truancy
- Arriving after 9am with no valid reason
- No notification of holiday
- Closure of a sibling's School for INSET (or other) purposes

## Appointments

When making **Dental, Doctors, Hospital, Opticians** appointments etc, please try to arrange them for out of School hours. Please be aware that medical appointments during the School day does not mean your child should miss the whole day of School. It will be expected that your child either returns to School following an appointment (unless there are exceptional circumstances) or comes in before the appointment. We ask parents/guardians to provide evidence of the appointment ie; appointment card, appointment letter and this should be handed to **PPS** when your child signs in/out.