

# Attendance and Punctuality

**Attendance Target for all students is 98%**

## Top Tips

- Establish good habits around bedtime and morning routines
- Encourage your child to organise their clothes and bag the night before
- Have conversations with your child about the benefits of good attendance and punctuality
- Make sure we have up to date contact details for you
- Do not take term time holidays
- Communicate with school about attendance and punctuality
- Be involved with school—attend parents evenings etc
- Avoid unnecessary absences—routine medical, dental or optician appointments will NOT be authorised.
- Check your child's attendance record for any inaccuracies
- If you need help or are unsure—ask us!

Students are colour banded according to their attendance throughout the year. The colour bands for attendance are as follows:

<b>Dark Red</b>	<b>0-79.99%</b>
<b>Red</b>	<b>80-90%</b>
<b>Amber</b>	<b>90.05-94.99%</b>
<b>Light Green</b>	<b>95-97.99%</b>
<b>Green</b>	<b>98- 100%</b>

Do you check and sign your child's planner weekly? Do you know what your child's attendance is and what their punctuality record is like? They record them weekly with their tutors and write them in their planner so you know.

At Park Lane, we do all we can to ensure our students have access to the best education. We can only do this with the help and support from parents and carers at home.

If your child's attendance is below 98%, they will be below target, and therefore at risk of interventions (both in school and through the LA) but most importantly, not having access to the correct amount of education and not achieving their potential.

If your child is too unwell to attend, you must let us know. You may be asked for medical evidence if we feel your child's attendance is not high enough.

## Punctuality

- ⇒ School Starts at 8:40am
- ⇒ If your child arrives anytime after 8:40am—they are late and will have to do a 10 minute break time detention without a valid reason for lateness.
- ⇒ If they arrive before 9:15am, they will be expected to complete a 10 minute detention at break time on the same day. If they fail to complete this detention, they will be booked in for a 30 minute after school detention on the next available day
- ⇒ If they arrive to school after 9:15am, they will be booked in for a 45 minute after school detention on the next available day
- ⇒ You can face legal action for persistent lateness
- ⇒ If your child is running late—please give us a call
- ⇒ Colleges, apprenticeships and employers do not like to see lateness on a child's attendance record.
- ⇒ Metro C Buses 01133481122 (for yellow buses)
- ⇒ Education transport Calderdale 01422 392542 (for free bus pass applications)
- ⇒ We have all bus pass application forms in school
- ⇒ Good bedtime and morning routines are key to ensure your child has exceptional punctuality
- ⇒ We also monitor their punctuality to each and every lesson—they will be expected to pay any time late to lessons back to their subject teachers.

### Contact Details

School Number  
01422 362215

Attendance Direct Line  
01422 301058

admin@parklane.calderdale.sch.uk



# Can I keep my child off school when...??

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## AUTHORISED VS UNAUTHORISED

If your child does need to be absent from school, you MUST contact us and explain. What we authorise absence for:

- ⇒ illness for a maximum of 2 days students who are on target for their attendance
- ⇒ Emergency dental treatment or emergency opticians appointments

What we do not authorise absences for:

- ⇒ Routine dental check-ups
- ⇒ Routine eye tests
- ⇒ Illness without medical evidence if your child is below target or illness for more than 2 days for all students without medical evidence

Every effort should be made for your child to attend before and after their non routine appointments.

Any other leave of absence ie. Wedding, permission must be sought in writing from the Headteacher. For this leave to be authorised, attendance must be on or above target, otherwise it will not be authorised.

Term time holidays— permission must be sought in writing from the head teacher. Holidays are not authorised unless "exceptional circumstances" can be proved and attendance is on/above target.

In accordance with NHS guidance, the following length of absences will apply. Where "no need for absence" is stated, any absence for these conditions, will not be authorised.

Diarrhoea and vomiting  
Chicken Pox

can return to school 24 hours from last episode  
Can return to school once spots have scabbed approx.5 days

Impetigo

Absence until lesions are scabbed or 48hrs after commencing antibiotic treatment

Scabies  
Shingles

Can return to school after first treatment

Only absent if rash is weeping and can't be covered

Measles

Can return to school after 4 days from onset of rash

Ringworm

No need for absence

Hand foot and mouth

No need for absence

German measles

can return to school after 6 days from onset of rash

Temperature

Give paracetamol and no need for absence

Head lice

No need for absence but must be treated

Threadworm

Can return to school once treatment has started

Conjunctivitis

No need for absence

Cough and cold

No need for absence

Headache

No need for absence

Sore throat

No need for absence

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