

When should your child stay off?

**There is no need to keep your child away from school if they have:**

Athletes foot, Cold sores, Slapped Cheek, Glandular Fever, Hepatitis B/C, MRSCA, Threadworms, Tonsillitis, Cold, Cough, Ringworm, Warts, Headlice or Verrucae's, **Make sure you treat these conditions correctly and immediately.**

Keep your child at home with the following guidelines

Illness	Return to school
Sickness & Diarrhea	48 hours after last sickness
Whooping Cough	48hrs start of antibiotics
Chicken Pox	5 days from onset of rash
German Measles	4 days from onset of rash
Scabies	After first treatment
Impetigo	48hrs after treatment or crusted/healed

## Baden Powell Primary School Day

8:50 am Gates Open  
9:05 School starts and the gates are closed  
2:55 pm School finishes

### Absence Procedures/Messages

1. Telephone 02920461894 & press 1 to leave a message
2. Send a text message to 02920090043
3. Send a Dojo message to Mrs Hamilton
4. [mrshamilton@badenpowell-cardiff.co.uk](mailto:mrshamilton@badenpowell-cardiff.co.uk)

Please message Miss Letman via Class Dojo if you wish to know your child's attendance percentage

Attendance	Days missed	Sessions missed	Weeks missed
95%	9	18	2
90%	19	38	4
85%	29	58	6
80%	38	72	8
75%	48	96	10
70%	57	114	11.5
65%	67	134	13.5

Please ensure you are signed up to ClassDojo to receive all the latest information.



## Attendance Information Leaflet

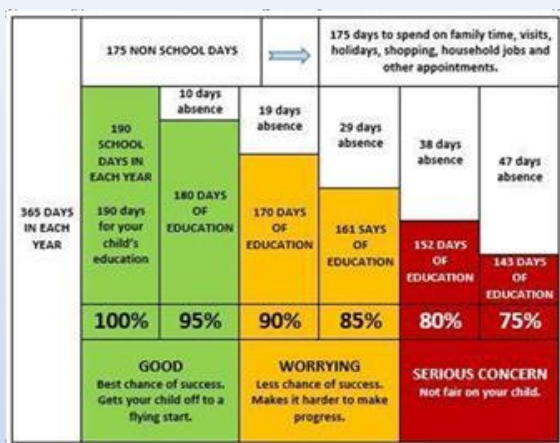
*Aim High, Achieve More,  
Be Happy*

We are very keen to work with and support parents/carers in improving your child's attendance.

If you would like more information or would like to discuss your child's attendance in more detail, please make an appointment to see Miss Letman or Mrs Hamilton.

**Baden Powell Primary  
02920461894**

## Monitoring Attendance



### Every School Day Counts!

We monitor children's attendance on an ongoing basis. Letters are sent out to parents. If your child's attendance falls below 95%

Attendance	Contact Made	Details
90-95%	Less than 95% letter	Highlight drop in attendance
Below 90%	Proof of illness letter	Asked to provide proof of illness
85-90%	School meeting	Meet to discuss attendance issues
Below 80%	Education Welfare	No improvement then the case is passed on the Education Welfare Service

### There are two types of absences:

#### Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer.

#### Unauthorised absence

An absence is classified as unauthorised when a child is away from school without a legitimate reason, or where the school has not been notified of a reason for their absence.

#### Lateness

Pupils need to arrive at school on time every day. The school gates open from **8:50-9:00 am**. It is very disruptive to their own education and that of others in their class if they are late.

If your child arrives after this time then you will need to enter via the office where you'll be asked to sign your child in and give a reason for your late arrival.

**Fixed Penalty Notice issued- If your child has been late on 10 or more sessions.**

#### Appointments

We understand that there may be occasions when your child needs to attend a medical appointment. Where possible we encourage you to make these appointments outside of the school day. Where this is not possible, the pupils should only be out of school for the minimum amount of time necessary for the appointment. You may be asked to provide evidence of your child's appointment.

### Time out of School requests

Taking your child out of school during term time may harm your child's academic progress. Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. **Please complete a Leave of Absence Request Form** which are available from the school office.

### Holidays During Term Time

You must fill in an official leave of absence request form should you wish to withdraw your child/children from school during any time.

**Taking a holiday in term time may result in a Fixed Penalty Notice being issued.**

### Fixed Penalty notice for unauthorised Absences

You could be issued with a penalty notice if your child is absent from school without permission. The penalty notice is £60 per child, per parent if paid within 21 days or £120 within 28 days. Failure to pay will lead to prosecution. 10 or more unauthorised sessions will trigger a Fixed Penalty Notice (FPN). The FPN gives you a monitoring period of 15 days.

**Absent for 1 day= 2 sessions am/pm. 10 or more sessions can trigger a Fixed Penalty Notice**