



Mount Pleasant Lane
Primary School

Attendance Information for Parents



PART OF THE SPIRAL PARTNERSHIP TRUST

Did you know?

Days off school add up to lost learning

175 NON SCHOOL DAYS IN A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments

190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR	10 DAYS ABSENCE	19 DAYS ABSENCE	29 DAYS ABSENCE (A TERM MISSED)	38 DAYS ABSENCE	47 DAYS ABSENCE
180 DAYS OF EDUCATION	171 DAYS OF EDUCATION	161 DAYS OF EDUCATION	152 DAYS OF EDUCATION	143 DAYS OF EDUCATION	
100%	95%	90% Persistent Absence	85%	80%	75%
Good Best chance of success. Gets your child off to a flying start.		Worrying Less chance of success. Makes it harder to make progress.		Serious Concern Not fair on your child.	

Attendance at Mount Pleasant Lane

We take attendance very seriously. We know that any time missed from your child's learning is so difficult to get back. Things move so fast in a school: the pace of learning, new topics, friendships, even the way in which we build children's confidence all rely on children being in school every day so they don't miss out.

We are here to collaborate with you to ensure your child can come to school regularly, enjoy learning, and spend quality time with their peers. Together, we can make a positive impact on their education.



What is authorised absence?



• Your child is too ill to attend school.

Parents should consider carefully whether their child is well enough to come to school. A cough or a sneeze should not stop a child from learning. If they become increasingly unwell during the day, the school will always let their parents know and ask them to collect their child if necessary.



• An unavoidable medical appointment.

Please make medical appointments outside of school hours. If this is not possible, your child should attend school around the appointment time. Medical evidence will be required for ALL appointments during school hours.



• Religious observance

The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves).



• An agreed leave of absence

A leave of absence form needs to be completed prior to absence.



What is unauthorised absence?

Unauthorised absences are those which the school, following Government regulations, do not consider reasonable and for which no 'leave' has been given.

This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and fines.

Unauthorised absence includes:

Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness.

Children who arrive at school too late to be registered (30 minutes after the register closes).

Their own or family birthdays.

Day trips.

Holidays in term time, including any arranged by other family members or friends.



Please see the Attendance Policy for full details of which circumstances will not be authorised.

We promote a culture of honesty at MPL and we kindly request that you do not ask your child to withhold the truth of their absence such as if they have been on holiday.

Persistent absence

- Your child is considered a persistent absentee if their attendance is below 90%.
- Your child's attendance is discussed in regular attendance meetings and with our Local Authority Attendance Officer.
- Letters will be sent to you via the School Office to make you aware of the level of your child's attendance. This might include removing authorisation of illness unless medical evidence is provided.

Punctuality

Please ensure your child arrives at school on time each day. Doors open at 8:40am and close at 8:50am for registration.

If your child is over 30 minutes late to school, this will be marked down as an unauthorised absence.



Every Minute Counts

**SCHOOL STARTS
AT 8.50 A.M.**

Lateness = Lost Learning

Minutes late per day	Equivalent of missing school days
5 minutes	3.4 school days a year
10 minutes	6.9 school days a year
15 minutes	10.3 school days a year
20 minutes	13.8 school days a year
30 minutes	20.7 school days a year

How can you help?

- Please make sure your child arrives on time, ready for a great day.
- It is a great idea to prepare packed lunches, school bags and breakfast items the night before to start the day smoothly.
- Consider setting an alarm at a reasonable time to ensure you have enough time to get everyone up and ready in a relaxed and stress-free manner. Your child's mornings will thank you!.



Our absence procedures

- Parents are required to **contact the school office before 9:00am** to notify us of your child's absence.
- Call the school office on **01923672729**, select **option 1** or email **admin@mountpleasant.herts.sch.uk**
- It is expected that parents will make contact with the school on every day of absence, unless discussed with the office team.
- Where a pupil is absent, and parents have not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone as soon as is practicable on the first day that they do not attend school.
- If the school cannot get hold of the parent, this may be considered a safeguarding issue and further actions may be taken.



Do I need to keep my child off school?

Chicken Pox Until all spots have crusted over.	Conjunctivitis No need to stay off, but school or nursery should be informed.	Diarrhoea & Vomiting 48 hours from the last episode.	Glandular Fever No need to stay off, but school or nursery should be informed.
Hand, Foot & Mouth No need to stay off, but school or nursery should be informed.	Impetigo Until lesions are crusted and healed, or 48 hours after commencing antibiotics.	Measles or German Measles 4 days from onset of rash.	Mumps 5 days from onset of swelling.
Scabies Until after first treatment.	Scarlet Fever 24 hours after commencing antibiotics.	Slapped Cheek No need to stay off, but school or nursery should be informed.	Whooping Cough 48 hours after commencing antibiotics.
Flu Until recovered.	Head Lice No need to stay off, but school or nursery should be informed.	Threadworms No need to stay off, but school or nursery should be informed.	Tonsillitis No need to stay off, but school or nursery should be informed.



HOW TO CONTACT US

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 www.mountpleasant.herts.sch.uk



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