

## Attendance Matters

The Government expect every child to be in school every day unless they are very unwell. Conditions such as headaches, colds, headlice, warts, verrucas, athlete's foot, cold sores and tonsillitis **do not** require time off school. If in doubt, please call for advice. If your child has injured themselves, we can accommodate them in school.

If your child is not going to be in school it is essential that you contact us on **every day** of their absence preferably before 9.10am until they return to school in order to keep us informed of their condition.

There are several ways to get in touch:

- E-mail – [attendance@mayfield.portsmouth.sch.uk](mailto:attendance@mayfield.portsmouth.sch.uk);
- Leave an answer phone message on: 02392 693432 ext 236;
- Text the School messaging service;
- Education Welfare Officer Mrs Rolfe: 02392 693432 ext 237;
- Text or call the attendance mobile: 07908 676745.

Should you require any medical advice, please call the NHS direct number or Mrs Rowntree our school welfare officer on ext 224 who would be happy to talk to you.

We will endeavour to support you and your child throughout their time with us and ask that you keep us informed of any medical/emotional support that may be required.

## Mayfield School Attendance Process

Holidays are not authorised at Mayfield School and a FPN will be requested for absences of 10 session or more.

**Other absences including illness:**  
After 6 sessions, in any one term, a PCC "medical 1" letter will be sent requesting medical evidence where possible. This provides us evidence to support authorising future absences. We do not require a letter from your GP.

After a further 4 sessions of absence, in any one term, a PCC "medical 2" letter will be sent to alert parents to the fact that a fixed penalty notice will be requested after 10 unauthorised sessions and reminding parents to provide medical evidence to support us authorising future absences.

If 10 unauthorised sessions are reached, the PCC fixed penalty notice procedure will be followed. Parents will be notified in writing should this happen.  
In some cases a PCC school attendance panel may be deemed more appropriate. In this instance parents will be notified.

10 days of absence during the school year causes your child's attendance figure to drop to 95%.

20 days of absence during the school year causes your child's attendance figure to drop to 90%.

40 days of absence during school year causes your child's attendance figure to drop to 80%.

If your child's attendance falls below 90% they are classed as persistently absent.