

ATTENDANCE STATEMENT



Start of the day:

Key Stage One and Two (Years One to Six):	8:50 am
F2 (Reception):	8:45 am
F1 (Nursery):	9:00 am

Department of Education guidelines suggest that your child should be able to achieve 95% attendance. Allowing for the usual coughs and colds, this is our expectation for all pupils. We see the encouragement of **punctuality** and **good attendance** as important qualities in your child's educational journey.

As a school we do all that we can to ensure maximum and punctual attendance for all pupils. We hold monthly meetings with our **Education Welfare Officer** to review attendance across the school; looking at:

- low attendance,
- poor attendance patterns such as disrupted weeks,
- lateness and
- reasons for absence.

Actions that follow are varied and might include a conversation with the class teacher, a meeting, a phone call, a letter, a home visit or a legal response if there has been previous dialogue and improvement has not been made.

Illness

Children should not be kept off school for vague symptoms such as tiredness or headache. However, a child who is obviously unwell at the beginning of the day should not be sent to school. In consideration of your own child and others:

- Please do not send your child to school within 48 hours of the last occasion of vomiting and/or diarrhoea.
- Please do not send your child with any infectious diseases even if they seem well - any child with impetigo or conjunctivitis will be sent home, although once treatment for conjunctivitis has begun they are able to attend.

Should your child become ill during the day you will be contacted through your designated contact number.

Where a child has had 20 sessions of medical absence (the equivalent of ten days) within a school year, or across a six month period, medical evidence (usually a letter from your GP) might be required in order to authorise further medical absences.

Absence - What to do

If your child is absent it is important that you telephone or email the school office before 10.00 am on the first day of absence or that you follow the absence with a dated explanatory note covering the dates of the absence. Absence slips can be obtained from the school

office for parents to complete and sign as a swift alternative. They can also be printed from our website.

Where a reason for an absence is not provided within five working days this will be marked as Unauthorised. Unauthorised absences are discussed with the Education Welfare Officer, and can result in prosecution and fines.

Absence Requests:

Requests for absence during term time can only be made where a situation is exceptional and unavoidable.

For further details please see the school's Attendance Policy and Attendance Flow Chart or download an absence slip attached to this page, along with the contact details for our Education Welfare Officer, Ruth Barnett.

