

# Every day counts

**We need your co-operation in some key areas...**

## **The importance of attendance and punctuality**

Our school gates open at 8:35am and close at 8:45am. Children need to be in class and ready to learn by 8:50am each day, when the register is called.

If you arrive after the gates have closed, please bring your child to the school office and sign them in.

To report your child's absence from school, please call the School Office on 01580 891765 or [attendance@staplehurst.kent.sch.uk](mailto:attendance@staplehurst.kent.sch.uk) before 8:30am on the first day of absence.

Our aim is for all children to achieve 100% attendance at school. Children who achieve 100% attendance at school are considered to have excellent attendance, over 97% good attendance, 97% is satisfactory attendance and under 97% is unsatisfactory attendance. Any child whose absence falls below 90% is classed as a Persistently Absent child and will be referred to our on-site Education Welfare Officer, Mrs Regelous, who may contact you and invite you in for a meeting. The table below shows the impact of absence within a school year.

How does absence affect attendance?		
Days Absent	Weeks Absent	% Attendance
5	1 week	97.5%
10	2 weeks	94.5%
15	3 weeks	92.5

### **What if my Child is Ill?**

Children are ill on occasions and when this is the case, we accept that being at home is the best place for them to be. Children can't help being ill and as a school we want all our children to be well and healthy and able to learn happily and confidently when they are here. If your child is absent, parents/carers are asked to telephone the school on the first day of absence before 8:30am, if possible, and in addition, send a note or explanation when they

return so that the absence is not recorded as unauthorised. If your child is absent on more than 3 separate days or 5 consecutive days due to a medical condition or illness, parents may be required to provide medical evidence.

### **What is Medical Evidence?**

Medical evidence can be in the form of a printed log from your GP's surgery, prescribed medicine labels, prescription, Discharge Notice from a medical centre, appointment card/letter or reminder text. However, the traffic light system below is a really useful guide to help you to decide when to send your child to school and when to keep them at home.

If your child is on prescribed medication and it is necessary to be given at school, you will need to complete a consent form which can be collected from the school office.

#### **RED – Stay at Home**

Sickness and diarrhoea - children who have sickness and/or diarrhoea can return to school 48 hours after their last bout of illness. Rash - can be a sign of an infectious illness such as chickenpox and measles. If your child has a rash, please make an appointment with your GP before sending them to school.

#### **AMBER – Take Advice**

A child with a minor headache does not usually need to be kept off school. If the headache is more severe, or is accompanied by other symptoms such as a raised temperature or drowsiness, consult your GP

#### **GREEN – Come to School**

Coughs, colds, sore throats, feeling tired, athlete's foot, cold sores, feeling under the weather etc. We will always contact you if your child becomes ill during the school day.

### **Requests for Leave of Absence during term time**

Your child is only in school for 190 days out of 365 days so please make any non-urgent appointments outside of school hours. However, should you need to take your child out of school for any reason, please complete a Leave of Absence During Term Time Request Form which is available from the school office. Also, should you need to take your child out of school during the day for an emergency or an appointment, a member of our Senior Leadership Team (SLT) will need to be informed and approve the absence. The Headteacher is obliged only to permit absence in exceptional circumstances. If you choose to take your child out of school without authorisation from the Headteacher you may be given a Fixed Penalty Notice.

## **Punctuality**

Any child arriving after 8:50am is **late**. Arrival between 8:50am and 9:20am, when our registers close, will mean your child is marked with an 'L' code in the register. Any time after 9:20am and your child will be marked with a 'U' code. 10 incidents of late arrival after the registers have closed (U code) during any possible 100 school sessions leads to a Penalty Notice Warning Letter.

Being late for school is very disruptive to the class, class teacher and the child in that:-

- The late child will have missed key learning time (phonics, number work, precision teaching) and may feel uncomfortable.
- The children’s learning and concentration will be interrupted.
- The teacher will be disturbed having started teaching the lesson.

How does punctuality affect	attendance?
Minutes late each day	School Days Lost Over Academic Year
5 minutes	3.5 days
10 minutes	1 week
15 minutes	2 weeks
20 minutes	3 weeks
30 minutes	4 weeks

### How can I improve my child’s attendance and punctuality?

- Schedule all non-urgent medical appointments (i.e GP, dental, optical) out of school hours and during school holidays.
- Set a consistent, regular bed time and morning routine.
- Prepare clothes and pack school bags the night before.
- Don’t let your child stay home unless they are too unwell to attend school. If you are unsure of the recommended period for children to be kept away from school for an illness, please call the school office on 01580 891765.
- If your child seems anxious about attending school, talk to their class teacher or a member of the Inclusion Team for advice and support about how to make your child feel comfortable and excited about learning.
- Develop ‘back-up plans’ for getting to school in case of an emergency in the morning. Call on a family member, a neighbour or another parent/carer.
- Ensure that your child has a good breakfast to set them up for the day ahead – there is a Breakfast Club if you need to be in work early.

### End of the School Day

Finishing time is 3.15pm for all year groups.

Please make sure that you arrive on time to collect your child from school. It is very distressing for a child if a parent/carer is late. However, on the rare occasion you may be late, please call the school office to make the staff aware, so they can reassure your child that someone is on their way. **Please do NOT attempt to collect your child/children from the school office at the end of the school day.**

If you have concerns or questions please do not hesitate to contact the school office or our Family Liaison Officer, Mrs Alison Burchell.

