



ATTENDANCE MATTERS!



Good attendance at school is not just valuable, it's essential. Going to school is directly linked to improved exam performance which should in turn lead to further learning opportunities and better job prospects. Children with the poorest attendance, more often than not, progress less well than other children. As well as this, going to school helps to develop: friendships, social skills, team values, life skills, cultural awareness.

West Drayton Academy will monitor attendance for all children and will issue 'raise awareness' letters where attendance is becoming a concern. If attendance continues to drop, medical evidence will be required to authorise all absence, and financial penalty notices could be issued. The involvement of the Local Authority Attendance Officer could be requested.

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 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 & 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		

Most common ailments do not require children to be absent from school. If in doubt please send your child in and the Welfare Assistant will assess your child if needed, and contact you if they should be sent home. If your child has a specific contagious condition that could be passed on to other children or staff, keep your child at home and contact your GP.

When a child is absent

The Parent / Carer must report absence to the school before 9am. You can call (01895 442904) or email the school (officewda@theparkfederation.org). Please detail why your child is absent (the symptoms rather than that they are ill, unwell or feeling under the weather). This is important in case of contagious conditions. **Please note that reporting absence does not mean it is authorised but it allows school to make that decision.** Report absence EVERY day that your child is absent. Where possible, provide the school with copies or photos of appointments / prescriptions / letters from a medical professional relating to this bout of illness.

The school will

1. Monitor your child if they appear unwell in class or go to the Welfare Assistant.
2. Call parents / carers if the child needs medication or needs collecting.

What happens if you request a term time holiday?

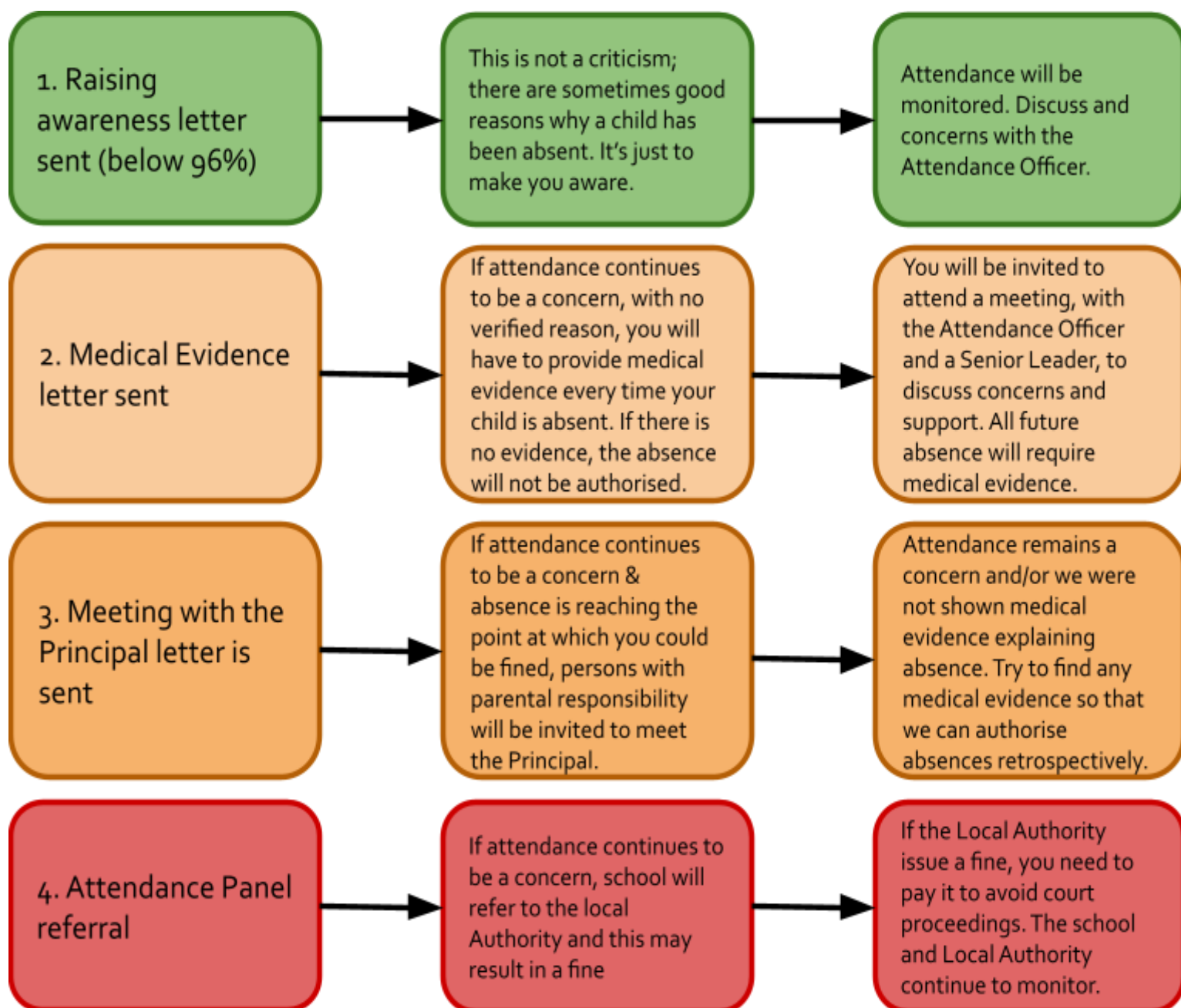
Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents not to take children away in school time.

In law, there is no automatic entitlement to time off to go on holiday. The Principal may not grant any leave of absence during term time unless there are exceptional circumstances. The Principal should also determine the number of school days a child can be away from school if the leave is granted.

Examples of holiday circumstances **not** considered as exceptional:

- Holidays abroad for the purpose of visiting a sick relative
- Holidays taken in term time due to lower cost/parental work commitments.

What will happen if attendance drops below 96%?



What happens if you require exceptional leave?

The Principal may only grant leave of absence for exceptional circumstances. Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if the Principal is satisfied that the circumstances are truly exceptional. Evidence will be required.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend the funeral of the immediate family

If a request meets the above exceptional circumstances but falls within the following times, the Principal must be convinced that absence from school is the only option:

- The first half term of any academic year (applies to all pupils).
- Year six transition day (for pupils in year six).
- Year six SATs week (for pupils in year six).

When considering exceptional term time leave requests, the school will apply the following factors that may help to reach a decision:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current attendance and punctuality rate
- Exceptional term time leave requested/taken in previous academic years for a similar purpose
- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. wrapping around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact on any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child.
- Whether it falls within any key stage national tests or exams;

What is medical evidence?

- Appointment cards or letters with the date and name visible.
- Letters from medical professionals.
- Prescriptions or photographs of prescribed medication with the date and name visible.
- Appointment reminders / screen shots of reminders.

We are happy for these to be paper copies (we can copy them for you), photographs of documents or forwarded emails.

Ways to avoid any of this happening

1. If in doubt, send your child into school
2. Send in medical evidence right from the start
3. Make an appointment to talk to the Attendance Officer, child's teacher or the Head of Year. It's always better that school understands the issues your child is facing, so that we can support them in the best way. If there are problems at home, it's good for us to know about that too.
4. Don't take holiday during term time, it is always unauthorised.

Attendance Rewards

1. At the end of each ½ term, every child achieving 100% attendance will receive a certificate.
2. At the end of each term, every child, in years one to six, whose attendance has been 97% or better, will be entered into a prize draw. From each year group, one family will win a £50 shopping voucher.
3. At the end of the school year, every child whose attendance has been 97% or better during Autumn, Spring and Summer, will be entered into a prize draw to win a bike.

Children who have achieved an attendance of 97% or better, in all three terms, will be entered into the draw three times. Children who have achieved 97% or better, in two terms, will be entered into the draw twice. Children who have achieved 97% or better in one term, will be entered once.

