

ST. BEDE'S CATHOLIC JUNIOR SCHOOL
celebrates life and learning



ATTENDANCE INFORMATION

Please ensure that your child is in school every day and on time.



Aim of this leaflet

The Law requires that **all** children of statutory school age attend school every day. Parents/carers have a legal responsibility to ensure this and must provide a reason if their child/children are absent from school.

Children or young people are expected to attend school for the full 190 days of the academic year (September-July) unless there is a good reason for absence.

At St. Bede's Catholic Junior School, we want our attendance to be as high as it possibly be, simply because it's good for the children! We are delighted that so many children enjoy coming to school every day and dislike absence from school when they are unwell. We need ALL parents/carers to pay their part in ensuring that every child is helped to develop lifelong habits of good attendance and punctuality.

The Governing Body has reviewed the school's Leave of Absence Policy and has incorporated some new procedures on the recommendation of the Education Welfare Service.

The Law

From 1st September, 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 made clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

In exceptional circumstances the Headteacher may consider a request for leave of absence for one period of absence during an academic year.

The Headteacher, or a person designated by the Headteacher, will determine what is considered to be exceptional circumstances; proof of this may be required.

There are two types of absence:

Authorised - where the school approves pupil absence.

Unauthorised - where the school will not approve pupil absence.

It is expected that parents/carers will provide an explanation of their child(ren)'s absence before 8.30 am on the first day of absence. If the absence is longer than one day parents/ carers should contact school daily and provide an update on their child(ren)'s condition.

If we do not receive an explanation for your child(ren)'s absence then we will telephone you.

Punctuality and Unauthorised Absences

Pupils who are late are disrupting not only their own education but also that of others who have arrived at school on time for registration.

School begins at 8.55am and pupil entrance is open from 8.40am. Children arriving after 8.55am will be marked as late. Children arriving after 9.15am will be marked 'late after registration closes' and this will appear as an unauthorised absence on their report. Children arriving after 8.55am must be signed in at Reception by the parent/carer.

Parents/carers of children who are persistently late will be invited into school to discuss the lateness and seek a resolution. This also includes children who are collected late. If this action fails to bring an improvement the matter will be referred to the Education Welfare Service.

Daily Procedures

Every morning after 9.15am when the registers are closed, they are checked by the Administrative Assistant who telephones parents/carers if they have not informed school about their child(ren)'s absence. A detailed record is kept in the school office of any phone calls made. If we do not receive an answer or we have left a message and there is still no response then the absence will be treated as unauthorized.

Medical Evidence

Parent/carers will be asked to provide medical evidence for any absence if the child(ren)'s attendance is below 95% before the absence is authorised.

Examples of medical evidence include a letter from your doctor to confirm that your child(ren) attended an appointment or the label off a bottle of prescribed medicine which clearly states the name of the child(ren) and has a valid date.

Our Aims

- To maximise the attendance of pupils.
 - To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for those associated with the school.
 - Monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties.
 - Analyse attendance data regularly for future policy and practice.
 - Work closely and make full use of the support from the wider community, this includes the Education Welfare Service and multi-agency teams.
- (Halton Borough Council Education Welfare Officer: Mark Woods)

Illness

The table below is recommended guidance in infection control in schools:

| Disease | Normal period of incubation | Infections Stage | Recommended period of absence |
|--|---------------------------------------|--|--|
| Chicken Pox | 14-21 days | From 1 day before to 5 days after appearance of rash | Usually 5 days from onset of rash or until last spot has dried out |
| Shingles | 14-21 days | From 1 day before to 5 days after appearance of rash | Usually 5 days from onset of rash or until last spot has dried out |
| Conjunctivitis | 1-3 days | While infection is active | Until acute infection has passed, usually 2 days |
| Erythema Infectiosum (Slapped Cheek Syndrome) | 7-22 days | With rash-illness greatest before onset of rash. Probably not infectious after onset of rash | None - but please inform school |
| Food Poisoning | Less than 1 hour to 4 days | | Until sickness and diarrhoea has cleared |
| German Measles (Rubella) | 14-21 days | From 1 day before to 5 days after appearance of rash | 5 days from onset of rash |
| Hand, foot and mouth disease | 3-5 days | During acute stage of illness | During acute stage of illness - usually 3-5 days |
| Influenza (FLU) | 1-5 days | From 24 hours before until 5-7 days after symptoms appear | Until recovered. |
| Measles | 10-15 days | From a few days before to 5 days after onset of rash | |
| Meningococcal (Meningitis & Septicaemia) | 2-10 days (commonly 2-5 days) | Whilst organism is present | Until recovered |
| Streptococcal Infections (including Scarlet Fever) | 2-5 days | Whilst organism is present | Until recovered |
| Mumps | 18-21 days may extend from 12-35 days | From 6 days before the onset of symptoms to subsidence of swelling | Until swelling has subsided (5 days minimum) |
| Threadworm | Life cycle of worms 2-6 weeks | Eggs effective indoors for 2 weeks | Discuss with the school nurse |
| Viral Gastroenteritis (stomach bug) | Variable 1-3 days | During acute stage of the disease | 48 hours after symptoms of diarrhoea and vomiting have settled |
| Whooping Cough | 7-10 days | From early catarrhal stage up to 28 days after onset of cough | 5 days after starting antibiotics |
| Impetigo | 1-3 days or sometimes 4-10 days | Whilst spots are weeping | After commencing antibiotics and the spots have dried. |
| Head lice | Eggs of lice hatch in one week | As long as lice or eggs remain alive and hair is untreated | None - discuss with the school nurse |
| Scabies | 2-6 days | Until treatment has commenced | Until treatment has commenced |
| Croup | 2-6 days | 3 days after illness begins | 5 days |
| Tonsillitis | None | Not contagious | None |