



**EDITH CAVELL LOWER SCHOOL**

Ambitious, Achieving and Nurturing

## ATTENDANCE—WHY IS IT IMPORTANT?

Edith Cavell Lower School is committed to giving our pupils the best education available. This is why we want to highlight to all parents the link between good attendance and education achievement. Our aim is to promote regular attendance and good punctuality in order to ensure all students achieve potential.

90% attendance=1/2 day missed every week  
(Would your boss like you to be off work so much?)  
That's practically part-time!

### WAYS FOR PARENTS TO PROMOTE REGULAR ATTENDANCE

- **Phone School** as soon as possible as to the reason why your child is absent from school and when you expect them to return to school or we will phone you later to follow up.
- Putting the school number in your phone, it will save you time.
- **Only grant days** at home for genuine illness (you will know!) Send them to school and if they are really ill we will send them home.
- **Miracle Recovery**—If your child improves after the school day has started we are happy for you to bring them into school at anytime during the day.
- **Avoid taking holidays** in term time they will not be authorised.
- **Avoid Medical/Dental Appointments** in term time where possible—book well in advance
- **Know the routine** of the day to avoid issues e.g. have they got their PE kit and everything they need for the day
- **Concerns for the day** if your child is worried about coming to school for any reasons talk to a member of staff and we will try and help

95% over 5 years  
=  
1/4 a year missed!

90% over 5 years  
=  
1/2 a year missed!

Absent half a day every week

1 school year at 90% attendance = 4  
whole weeks of lessons MISSED !!!

85% over 5 years  
=  
3/4 year missed!

80% over 5 years  
=  
1 whole year

*If a school can improve attendance by 1%, they will see 5-6% improvement in attainment.  
Please help us and your child by ensuring his/her attendance remains at 100%, allowing him/her  
to achieve their potential.*



## ATTENDANCE—Working together to get it right!

Below are outlined the schools procedure on absence and recommended guidance on infection control

### Action required if your child is absent

**Contact the school with the following information before 9.30am**

- ◆ Your child's name and class
- ◆ Reason for your child's absence from school
- ◆ When you expect your child to return to school
- ◆ If your child is off for more than 2 days please phone the school again

If your child continues to be off school and their attendance falls below 92% the following procedure will be followed



Initial attendance letter will be sent home outlining the schools concerns



If your child's attendance continues to be below 92% but above 85% a 2nd letter will be sent home drawing attention to the absence requiring evidence for any further medical absence. If no improvement, the matter will be referred to the Education Welfare Officer.



If your child's attendance falls below 85% a third letter will be sent out advising you of a referral to the Education Welfare Officer.

### Guidance on Infection Control in School—Public Health Agency

Illness	Recommended time off school	Comments
Diarrhoea and vomiting	Diarrhoea and or vomiting 48 hrs from last episode of diarrhoea or vomiting	
Whooping cough	5 days from commencing antibiotics treatment or 21 days from inset of illness if no antibiotic treatment	Further exclusions may be required for under5's due to hygiene practices
Conjunctivitis	None	
Glandular Fever	None	
Head lice	None	Treatment required (available from supermarkets and chemists)
Mumps	Exclude children for 5 days after onset of swelling	
Threadworms	None	
Tonsillitis	None	
Chickenpox	5 days from onset of rash	Check vulnerable children and staff