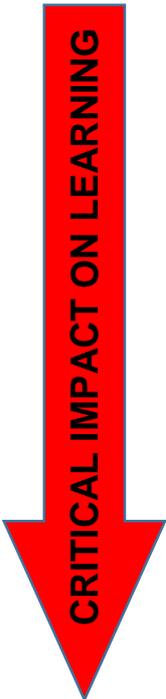




# ATTENDANCE MATTERS!

| Descriptor               | Threshold Attendance | Actual Attendance | Whole Days Absence | Learning Hours Lost |
|--------------------------|----------------------|-------------------|--------------------|---------------------|
| <b>EXCELLENT</b>         | 100%                 | 190 days          | 0                  | 0                   |
|                          | 99%                  | 188 days          | 2                  | 10                  |
|                          | 98%                  | 186 days          | 4                  | 20                  |
| <b>GOOD</b>              | 97%                  | 184 days          | 6                  | 30                  |
|                          | 96%                  | 182.5 days        | 7.5                | 37.5                |
| <b>CAUSE FOR CONCERN</b> | 95%                  | 180.5 days        | 9.5                | 47.5                |
| <b>SERIOUS CONCERN</b>   | 90%                  | 171 days          | 19                 | 95                  |
|                          | 85%                  | 161.5 days        | 28.5               | 142.5               |
|                          | 80%                  | 152 days          | 38                 | 190                 |

**CRITICAL IMPACT ON LEARNING**



# A Parent's Guide on Sickness and Absence

**Most common ailments DO NOT require students to be absent from school. If in doubt please send your child in and matron 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:**

1. Report absence to the school via Insight before 9am. This is the preferred method of contact. You can also email the school ([attendance@ashlyns.herts.sch.uk](mailto:attendance@ashlyns.herts.sch.uk)). If you do not have access to email or the internet then call the absence line (01442 863605 x 2223). 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.
2. Report absence EVERY day that your child is absent.
3. 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 Matron.
2. Call parents / carers if the child needs medication or needs collecting.

### **Please Note:**

If your child attends school and feels unwell during the day, the school Matron will assess their condition. If necessary, the school will contact you to arrange collection. Students who are unwell must visit Matron and are not permitted to contact home directly.

## Common Conditions

| Ailment  | Advice from NHS  |
|--|--|
| <p><b>Coughs, Colds, Headaches, Sore Throats</b></p> <p>If <b>in addition</b> they also have a raised temperature, shivers or drowsiness they should stay off school until their temperature is normal, without administration of ibuprofen or paracetamol. If symptoms persist, consult your GP.</p>  | <p>A child with a minor cough, cold, sore throat or headache should still attend school.</p> |
| <p><b>Tonsillitis</b></p> <p>Tonsillitis isn't contagious but the infections that cause it are (for example, colds and flu). If <b>in addition</b> they also have a raised temperature, shivers or drowsiness they should stay off school until their temperature is normal, without administration of ibuprofen or paracetamol. If symptoms persist, consult your GP.</p>   | <p>A child with tonsillitis should still attend school.</p>                                  |
| <p><b>Conjunctivitis</b></p> <p>If symptoms persist, consult your GP.</p>  | <p>A child with conjunctivitis should still attend school.</p>                               |
| <p><b>Antibiotics</b></p> <p>A child on antibiotics could still attend school. If the reason your child has been prescribed antibiotics is for an infectious disease then you should contact your GP to see when they are able to return. If your child does not have an infectious disease, they can be in school. If the antibiotics should be taken three times a day, these doses can be given outside of school hours. If they need them four times a day, you will need to fill out a Request for School to store Medication form (available on our school website: <a href="https://www.ashlyns.herts.sch.uk/school-life/useful-documents/">https://www.ashlyns.herts.sch.uk/school-life/useful-documents/</a>) and Matron will store and administer the fourth dose.</p> | <p>A child on antibiotics could still attend school.</p>                                     |
| <p><b>Rash</b></p> <p>Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. If your child has a rash, check with your GP or Practice Nurse whether or not they should attend school.</p>   | <p>Check with your GP or Practice Nurse whether or not they should attend school.</p>        |
| <p><b>Vomiting and Diarrhoea</b></p> <p>A child with vomiting and/or diarrhoea should be kept off school. They can return 48 hours after their symptoms disappear. If symptoms persist, consult your GP.</p>   | <p>A child with vomiting and/or diarrhoea should be kept off school.</p>                     |

This advice was taken from <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

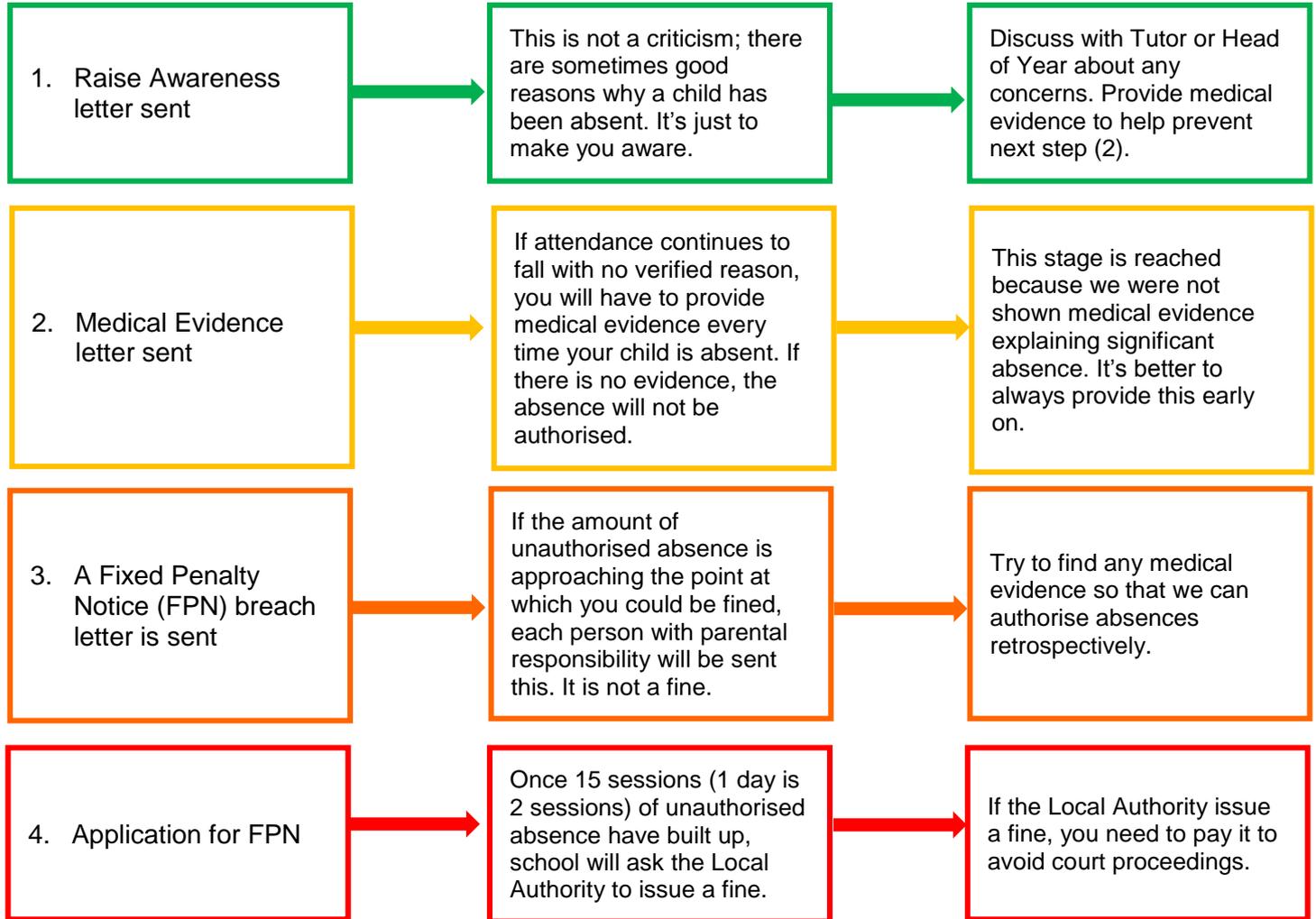
**Schools will monitor attendance for all students and will issue Raise Awareness letters where attendance is becoming a concern. If attendance continues to drop, medical evidence will be required to authorise all absence, and financial penalty notices could be issued. The involvement of the Local Authority Attendance Officer could be requested.**

# A Parent's Guide to Attendance

## What to do if your child is ill

- Refer to managing sickness guide.
- If in doubt, send your child to school. If they are unwell, school will call you.
- Inform the school every day of absence, via Insight or phone.
- Provide copies of appointments / letters / text reminders.

## What will happen if attendance drops below 97%



### 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

Send your child into school if in doubt; it is better to always send in medical evidence right from the start, to avoid these steps having to be taken.

Make an appointment to talk to your child's tutor or 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.

Don't take holiday during term time, it is always unauthorised, and the unauthorised absence carries over into the next term.