



# 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
<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 by 8.30am on the morning of each absence using the Parent Portal in the Arbor App. This involves accessing the Attendance section on your Arbor App, inputting the absence details and submitting the request, which will be sent directly to us for approval. Please note that absence requests cannot be edited, they can only be deleted and recreated if changes are needed. Please see the link below that provides guidance on administering this process: [Logging absences on the Parent Portal and Arbor App](#)

Guidance on how to set up the Arbor Portal and App can be found via this link:

[Log into the Parent Portal and the Parent App – Arbor Help Centre](#)

2. 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.
3. Report absence EVERY day that your child is absent.
4. 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="#">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.**

Our Attendance Policy can be viewed here: [Attendance Policy](#)