

# Attendance Policy

Essential information for parents  
2023/24

Shincliffe CE Primary School



## The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

## Help and Support

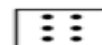
If you need help with attendance you must **talk to the school about it as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.** If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

Please ask us if you would like this document summarised in another language or format.

العربية (Arabic) (中文 (繁體字)) (Chinese) اردو (Urdu)  
polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)  
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03000 261 381



Braille



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## **Attending school is very important**

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

### **Lateness**

School starts at 08.55am.



Your child will receive a late mark if they arrive after this time. The register closes at 09.15am.

If your child arrives after this time, they will receive an unauthorised absence mark.

## **Medical Appointments**

If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**

### **Holidays / Leave of Absence**

Please request an **application form** from school. Consider quarantine requirements and FCO advice when booking travel. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

### **Medical Evidence**

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

### **If Your Child Is Absent You Must:**

- Contact school asap on each day of absence and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Follow Coronavirus procedures – to ensure students, staff and our school community can stay safe.

### **Failure to do these things may result in your child's absences being unauthorised**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

### **Persistent Absence**

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement action



**Please remember to contact us if your address or contact or emergency contact details change!**

Coronavirus – What do parents need to do?		
What to do if...	Action needed	Return to school when...
My child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Self-isolate</li> <li>• Get a test and inform school about results</li> </ul>	If the test comes back negative and the child no longer has symptoms.
My child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Child to self-isolate for 10 days</li> <li>• Inform school about test result</li> </ul>	Return to school once period of isolation is complete
Somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• Continue to come to school - advised to take a PCR test</li> </ul>	Pupils can attend school whilst waiting for results as long as they don't have symptoms.
NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• Continue to come to school - advised to take a PCR test</li> </ul>	Pupils can attend school whilst waiting for results as long as they don't have symptoms.
We/my child travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time. If you do, this could result in a Fixed Penalty Notice (fine) or court prosecution.</li> </ul> <p><u>where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> </ul>	The quarantine period has been completed

**Symptoms:** Most people with coronavirus have at least 1 of these symptoms but some people can be infectious and not have any symptoms.

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You must stay at home (self-isolate) again and ask for a test if you get symptoms of coronavirus (COVID-19) more than once.

For further information about self-isolating:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-you-get-symptoms-again/>

Support is available from Durham County Council for those people who are self-isolating and are extremely vulnerable or may need extra help. Visit

<http://www.durham.gov.uk/covid19help> for details.

**If you need medical advice about your symptoms**

Get help at: [NHS 111 online coronavirus service](https://www.nhs.uk/111)

## Coronavirus (COVID-19) Symptoms

Call 999 if you feel very unwell or think there's something seriously wrong.

## **How to Book a Test**

If you have coronavirus symptoms, you need to get a test done as soon as possible and within 5 days of symptoms appearing.

Book a visit to a test site to have the test today. Or order a home test kit if you cannot get to a test site.

On days 1 to 4, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do so by 3pm.

On day 5, you need to go to a test site. It's too late to order a home test kit.

## **Tests can be booked online at:**

<https://www.gov.uk/get-coronavirus-test>

If you have problems using the online service, call 119 Lines are open 7am to 11pm.

## **What the test involves**

The test involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself (if you are aged 12 or over) or someone can do it for you. Parents or guardians have to swab test children aged 11 or under.