

WELCOME

Welcome to our Autumn 2023 termly attendance newsletter. The idea behind this newsletter is to keep you as parents/carers informed about our attendance procedures in school and to promote the importance of good attendance.

In this issue we talk about:

- Punctuality to school and lesson.
- Monthly attendance tracker cards.
- Rewarding 100% attendance.
- Illness: The difficult decisions a parent/carer has to make.
- Why is regular attendance at school important?
- School policy and procedures focus: Absence from school.
- The challenge of term time holidays.
- First day calling procedures.
- Questions we often receive and their answers.



PUNCTUALITY MATTERS

Being on time to school is the best way to start the day off in a positive way.

Pupils should line up outside the building and be ready to start their day by 8:40am.

Morning registration takes place at 8:45am.

If a pupil has arrives after 8:45am, they will receive a late mark. You will receive a text message from the Attendance Officer informing you that your child was late. If you could have a conversation about the late mark that would be wonderful.

Pupils need to understand the importance of punctuality to school and lessons is so important. it is part of the process of getting ready for the world of work, when lateness will not be looked favourably on.



SCHOOL STARTS AT
8:40AM

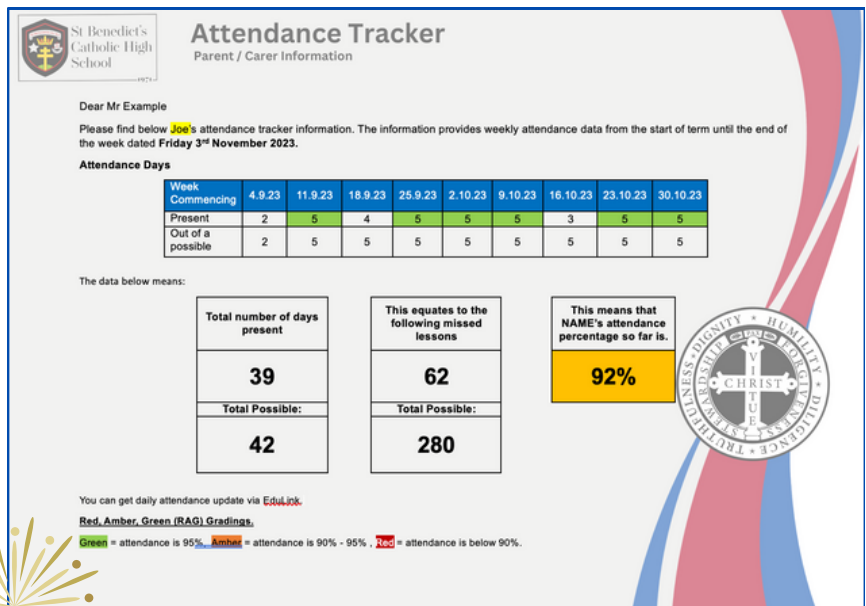
WHAT IS A MONTHLY ATTENDANCE TRACKER CARD?

Our new attendance tracker card is a report that we will send out to you at the end of each month. This report will give you a summary of the number of days your child has been in school and crucially the number of days they have been absent from school.

The purpose of this report card is to keep you informed on a regular basis of your child's attendance and empower you to have a conversation with your child on his/her attendance and the importance of being in school regularly (This is in addition to the information you can already get on EduLink).

As you can see in the example opposite it doesn't take many days of absence to quickly build up a high number of missed lessons. This is why it is so important that attending school everyday is crucial in ensuring academic success.

These reports will begin appearing in your email box once a month from the start of December 2023.



EVERY DAY COUNTS

WEEKLY REWARDS

5

Pupils receive reward points for demonstrating skills related to the school's virtues medall. From the end of November 2023, we will be introducing achievement points for attaining 100% attendance each week - being in school for 5 days. This is a small token but will contribute to pupils' overall points total.

When achievement points for 100% attendance have been awarded you will receive a notification on EduLink.



ILLNESS

THE DIFFICULT DECISIONS PARENTS/CARERS HAVE TO MAKE

The process of deciding whether your child is too ill for school is often a difficult one. On the following pages you can see the latest guidance for parents/carers on illness from the NHS. The link to the most up-to-date guidance is located at the bottom of the following pages.



IS MY CHILD TOO ILL FOR SCHOOL?

It can be tricky deciding whether or not to keep your child off school when they're unwell.

There are government guidelines for schools and nurseries about [managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

OTHER ILLNESSES

Follow this advice for other illnesses:

COUGHS AND COLDS

It's fine to send your child to school with a minor [cough](#) or [common cold](#). But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

HIGH TEMPERATURE

If your child has a [high temperature](#), keep them off school until it goes away.

CHICKENPOX

If your child has [chickenpox](#), keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.



[NHS guidance for parents/carers about illnesses, click here to view the website.](#)



ILLNESS

THE DIFFICULT DECISIONS PARENTS/CARERS HAVE TO MAKE

CONJUNCTIVITIS

You don't need to keep your child away from school if they have [conjunctivitis](#).

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

COVID-19

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.

Your child should try to stay at home and avoid contact with other people if they have [symptoms of COVID-19](#) and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities

What to do if your child has tested positive

Your child is no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test.

EAR INFECTION

If your child has an [ear infection](#) and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

The NHS logo is displayed in a bold, blue, sans-serif font.

[NHS guidance for parents/carers about illnesses, click here to view the website.](#)



ILLNESS

THE DIFFICULT DECISIONS PARENTS/CARERS HAVE TO MAKE

HAND, FOOT AND MOUTH DISEASE

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

HEAD LICE AND NITS

There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.

IMPETIGO

If your child has impetigo, they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

RINGWORM

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

SCARLET FEVER

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

NHS

[NHS guidance for parents/carers about illnesses, click here to view the website.](#)



ILLNESS

THE DIFFICULT DECISIONS PARENTS/CARERS HAVE TO MAKE

SLAPPED CHEEK SYNDROME (FIFTH DISEASE)

You don't need to keep your child off school if they have [slapped cheek syndrome](#) because, once the rash appears, they're no longer infectious.

But let the school or teacher know if you think your child has slapped cheek syndrome.

SORE THROAT

You can still send your child to school if they have a [sore throat](#). But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of [tonsillitis](#).

THREADWORMS

You don't need to keep your child off school if they have [threadworms](#).

Speak to your pharmacist, who can recommend a treatment.

NHS

[NHS guidance for parents/carers about illnesses, click here to view the website.](#)



ATTENDING SCHOOL EVERYDAY

WHY IT IS SO IMPORTANT

WHY IS REGULAR ATTENDANCE SO IMPORTANT?

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development.

Evidence shows that the pupils with the highest attendance throughout their time in school gain the best GCSE and A Level results.

Here's what the data shows:

- Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.
- Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.
- Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.
- Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.
- Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.
- Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.



KS = Key Stage

KS2 = Key Stage 2 (Primary)

KS3 = Key Stage 3 (Year 7,8,9)

KS4 = Key Stage 4 (Year 10,11)



KNOWING OUR PROCEDURES

**If we don't know
where your child is,
we will investigate**

FIRST DAY CALLING PROCEDURES

If a child is unaccounted for, we will follow the steps below in order to ensure the child is safe and we know their whereabouts.

The process we will follow is:

- Registers saved.
- Late children checked against registers (Pupils who are late are recorded on a digital system at the school reception).
- Absence calls listened to/attendance emails/attendance EduLink messages/attendance SMS text messages checked.
- First day text sent to first name on contact list within an hour of school start time asking for response.
- If no reply send second text/email and telephone first contact on list stating that the child is absent and the school are unaware of their whereabouts as no response.
- Alert the Headteacher/Designated Safeguarding Lead that this child is absent, and no response has been received.
- Home visit made if possible/appropriate by school or other agency involved.
- If no response by the end of the day, ring down contact list until reply is received stating that this child has not been in school all day, and this will be recorded as an unauthorised absence if no response from parent is received.
- If known also try child's own phone number.
- If child does not present in school on second day, there has been no contact received from any of the contacts and the child's whereabouts are unknown, contact Police and LA Children Missing from Education Officer. This should be done using the 101 number. A home visit must also be completed by the school prior to contacting the Police.

If your child is not in school, please tell us

Email: attendance@st-benedicts.cumbria.sch.uk

Telephone: 01946 692275 - option 1

EduLink Absence Message

Text: 07860055717



KNOWING OUR PROCEDURES

TERM TIME HOLIDAYS



As a school, we are not allowed to authorise any absence without exceptional circumstances.

We understand that prices can be cheaper and some parents are only able to get certain times of the year for their holiday breaks. However, we are not legally allowed to authorise any absence for a holiday.

If you do decide that you want to take your child out of school during term time, please complete the absence request form. It is important that this form is completed and returned to school at least 2 weeks before the absence.

Please be aware:

All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances. All leave of absence requests must be completed on the attached form, letters will no longer be accepted. This should be returned to the school at least 7 days (ideally 14 days) before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

Where are the absence request forms?

- You can [download the form by clicking on this link](#).
- You can visit the school website attendance section.
- You or your child can visit the school reception for a paper copy.
- You can email attendance@st-benedicts.cumbria.sch.uk and request an electronic form.

[VIEW A LETTER FROM THE COUNCIL ON TERM TIME HOLIDAYS](#)



ATTENDANCE MATTERS

FREQUENTLY ASKED QUESTIONS

Where can I find out your school attendance procedures?

You can download the school attendance policy from the school website.

My child is unwell, what do I do?

Contact the school attendance team, by emailing, telephoning, texting or sending an EduLink message.

My child has been selected for a sports event. How do I inform school?

Contact the school attendance team, by emailing, telephoning, texting or sending an EduLink message.

My Child is ill. Do I need to inform school each day they are ill?

Yes please. In our policy we ask that parents/carers contact school every day their child is absent.

Who can I talk to about my child's attendance?

You can talk to your child's Head of Year/Learning Mentor. Alternatively, speak to the school Attendance Officer, Alison Doran or Craig Redhead, Assistant Headteacher.

edulinkone

**Did you know you
can view attendance
data daily?**

WATCH THE VIDEO OPPOSITE TO LEARN HOW TO
USE EDULINK

KEEPING A TRACK OF YOUR CHILD'S ATTENDANCE ON EDULINK

