Parkland Primary School

Learning together

Attendance Guide for Parents

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.

When can I drop my child off?

The school gates open at 8:35am. Teachers are available in their classrooms and you can drop your children off from that time. Each year group does have a staggered start time to allow for social distancing at present. The times are listed below. If you have multiple children at school, it is suggested that you drop the child with the earliest drop off time first.

Year Group	Drop off time
Pre-School	9:15
EYFS	Oak – 8:45 Ash – 9:00 Beech – 9:15
Year 1	8:50
Year 2	2RD – 8:40 2PW – 8:40 2MS – 8:50
Year 3	8:50
Year 4	8:40
Year 5	8:40
Year 6	8:40

Lateness

Registration opens at 8:50am and closes at 9:00am for year groups 1 to 6. Lessons begin at 9:00am. Your child will receive a late mark if they arrive after 9:00am. After 9:30am pupils who have not been registered will be marked as absent.

EYFS registration will close at 9:25am

If pupils are regularly late, it has a negative effect on their progress as they are missing key parts of learning.

Time	Description
8.45am	Your child has arrived in time to **join the line.**
8.50am	The bell is rung, if your child arrives now they might miss the line going in and may be late.
9.00am	Your child has arrived after most children and will be late to the classroom, disrupting the start to the day.
9.01am	Your child is late and has missed the beginning of the school day. **Being a few minutes late is unsettling to children**
9.05am	5 minutes late a day means **3 lost days of learning** a year.
9.10am	10 minutes late a day means **6 lost days of learning** a year.
9.15am	15 minutes late a day means **9 lost days of learning** a year.

Remember: Arriving after the register closes is recorded as an <u>unauthorised absence.</u>

If your child is regularly late then it will adversely affect their learning at school.

Give your child the best start to the school day by arriving in time to join the line.

School Absence

If your child Is absent you must:

- Contact school 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. A member of school staff will contact you to understand why your child is not in school. If you do not provide appropriate evidence, the absence will remain unauthorised. School will make the final decision on whether an absence is authorised or 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.

If there is no explanation of absence after two weeks, the absence will be categorised as unauthorised.

If absence is frequent or continuous, except where a child is clearly unwell, with supported medical evidence, staff at Parkland Primary School will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum.

Medical Appointments

If it is possible, any appointments 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.

When pupils have to attend medical appointments during the school day, staff will ask for proof of the appointment so that attendance can be categorised correctly. Evidence might include GP appointment card, GP or hospital letter, medical details or other relevant information.

Holiday/Leave of absence

Holidays that are taken during school term time will be categorised at unauthorised absence. Where an authorised leave of absence passes 5 days, the School will inform Leicestershire County Council who will then start proceedings to issue fixed penalty notices.

COVID Absence

From the beginning of the new academic year, schools will use a specific code to mark attendance absence specific to COVID-19. Any absence related to COVID-19 will be marked with an X. This will be used when pupils who have COVID symptoms have to self-isolate while awaiting test results, if they have to self-isolate as a result of a positive test in the household, where a pupil has been in close contact with someone who has tested positive for COVID or as a result of being placed in quarantine after a trip abroad. For further information, follow the link below.
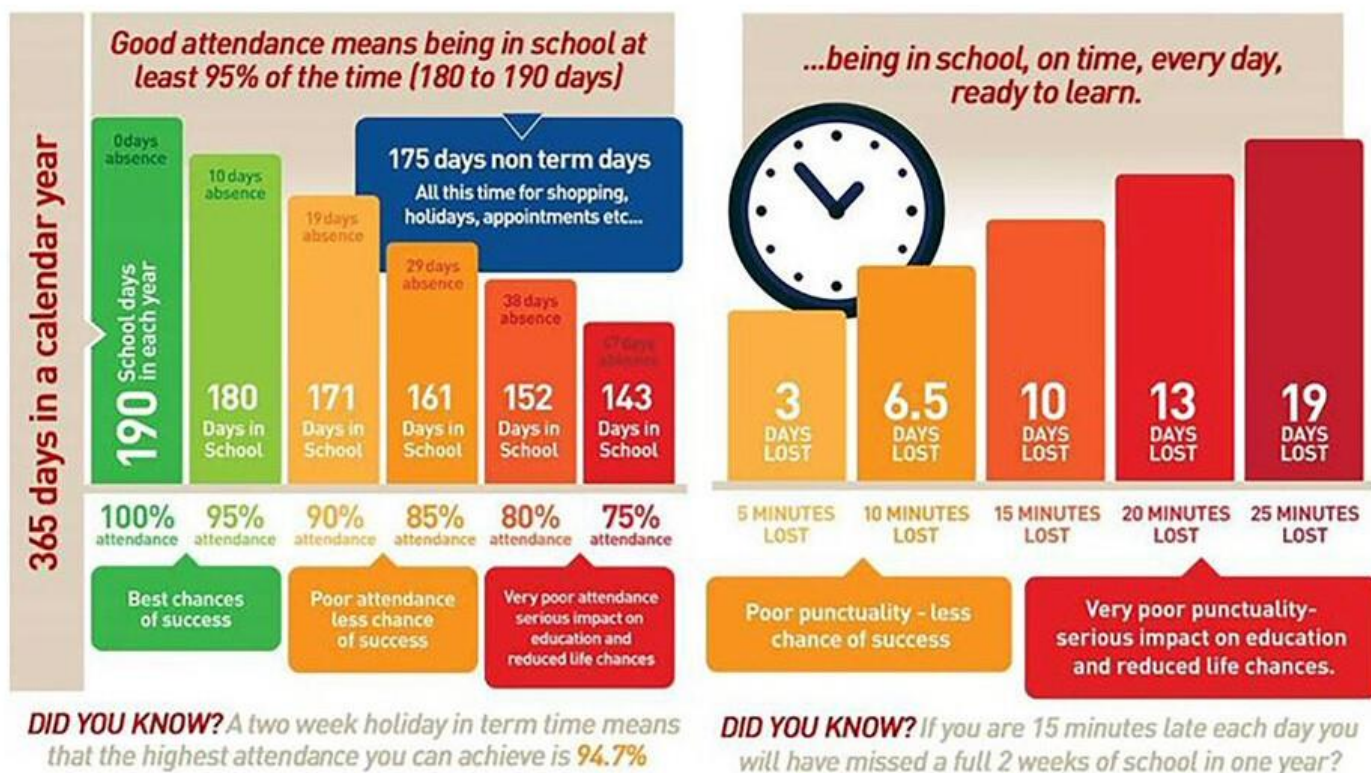
https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year

Persistent Absence

If you child's attendance falls to 90% or below, this is considered, by Government to be persistence absence. Where attendance falls below 90% and there are unauthorised absences, this may result in a referral to the local authority for enforcement action.

Parkland Primary School have systems in place to monitor and support families with persistent absence. We will:

- Call or text families on the first day of absence asking for a reason why your child is absent. This allows the school to identify if the pupils have a valid reason to be off so we can categorise absence accurately
- Where a pattern of non-attendance occurs over a period, the school will set up a meeting with parents to discuss the reasons for absence and a plan will be put in place to support improved attendance. This will then be monitored closely.
- If there continues to be unauthorised absence or the attendance has not improved within a 6-week period, there will be follow up action which could result in legal action by the Local authority.

Good attendance means being in school at least 95% of the time (180 to 190 days)

...being in school, on time, every day, ready to learn.

365 days in a calendar year

190 School days in each year
0 days absence
100% attendance
Best chances of success

180 Days in School
10 days absence
95% attendance

171 Days in School
19 days absence
90% attendance
Poor attendance less chance of success

161 Days in School
29 days absence
85% attendance

152 Days in School
38 days absence
80% attendance
Very poor attendance serious impact on education and reduced life chances

143 Days in School
47 days absence
75% attendance

175 days non term days
All this time for shopping, holidays, appointments etc...

DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%

3 DAYS LOST
5 MINUTES LOST

6.5 DAYS LOST
10 MINUTES LOST

10 DAYS LOST
15 MINUTES LOST

13 DAYS LOST
20 MINUTES LOST

19 DAYS LOST
25 MINUTES LOST

Poor punctuality - less chance of success

Very poor punctuality- serious impact on education and reduced life chances.

DID YOU KNOW? If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

Staff Responsible for Attendance

All staff at Parkland Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an excellent environment where children are eager to learn and feel valued. Some staff have specific roles linked to attendance. They are outlined below.

Mrs Andrews – Headteacher	Mr Hayes – Deputy Headteacher and Attendance lead	Mrs Brown – Attendance officer
0116 2782142	0116 2782142	0116 2782142
Mrs Butterworth – Pastoral support		Your child's class teacher
07709888001		0116 2782142 – referencing class teacher

COVID-19

Coronavirus — What do parents need to do?		
What to do if. ..	**Action needed**	**Return to school when...**
My child has coronavirus symptoms	• Do not come to school • Contact school daily • Self-isolate Get a test and inform school about results	If the test comes back negative and the child, no longer has symptoms.
My child tests positive for coronavirus	• Do not come to school • Contact school daily • Child to self- isolate for at least 1O days • The rest of the household should self- isolate for 14 days Inform school immediately about test result	After 10 days if: • you don't have any symptoms • you just have a cough or changes to your sense of smell or taste (these symptoms can last for weeks after the infection has gone) Keep self-isolating if you feel unwell. • a high temperature or feeling hot and shivery • runny nose or sneezing • feeling or being sick or diarrhoea. After sickness or diarrhoea, stay at home until 48 hours after they've stopped.
Somebody in my household has coronavirus symptoms	• Do not come to school • School will provide work to be completed at home • Contact school daily • Household member to self-isolate for 10 days, get a test and inform school about results • Rest of the household should self-isolate for 14 days	If the test is negative.
Somebody in my household has tested positive for coronavirus	• Do not come to school • School will provide work to be completed at home • Contact school daily • Self-isolate for 14 days	The child has completed 14 days of self-isolation
NHS test and trace have identified my Child as a 'close contact' of somebody with symptoms or confirmed coronavirus	• Do not come to school • School will provide work to be completed at home • Contact school daily • Self-isolate for 14 days	The child has completed 14 days of self-isolation
We/my child travelled and has to self-isolate as part of a period of quarantine	Do not take unauthorised leave in term time. If you do, this could result in a Fixed Penalty Notice (fine) or court prosecution. <u>where quarantine is needed:</u> • Do not come to school • Contact school daily • Self-isolate for 14 days	The quarantine period of 14 days has been completed
We have received medical advice that my child must resume shielding.	• Do not come to school • Provide school with your shielding notification and follow guidance. • School will provide work to be completed at home. • Follow agreed contact arrangements.	School inform you that restrictions have been lifted and your child can return to school again.

Coronavirus (COVID-19) Symptoms

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 have 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/when-to-self-isolate-and-what-to-do/

If you need medical advice about your symptoms

Get help at: NHS 111 online coronavirus service

Call 999 if you feel very unwell or think there is 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.