

Attendance

What is the start of day procedures?

Children should arrive at school from 8.30am. We provide a 'soft start' which means children can access school from 8.30am. They should be accompanied by a dedicated adult and seen through the playground gate, which will always have a member of staff in attendance.

The register is taken at 8.45am in class and so all children should be seated by then.

*Nursery 8.30-11.30 and 12.30 – 3.30pm entry through the EYFS gate.

Can my child come to school earlier than 8.30am?

Yes we provide a Breakfast Club at a cost of £2.50 per day. This can only be booked using the on line school booking scheme.

What if we are running late?

Access will be through the car park gate after 8.45am. You will be asked to sign your child in stating why they are late. We monitor lateness closely and record any patterns of non-engagement.

If registers have already closed when they arrive at class, even if it only 9am, this will be counted as a half day absence and it will be marked as unauthorised (U). Continual unauthorised lateness will draw the attention of the Educational Welfare Officer when they do their regular register checks and could result in further action being taken.

Can we park in the car park?

No, we only have just enough spaces for staff cars and so all others should park off site legally in one of the surrounding streets or parking bays.

Absence

Your child must:

Attend school every day unless there are justified reasons for not attending which are unavoidable. Arrive at school on time each day, in full uniform, having had breakfast and with the right equipment for the day.

Why is regular attendance important?

Good attitudes to school attendance and punctuality will set firm foundations for your child in the future, both at school and as they enter the world of work, where employers will be looking for people with the right attitudes. Absence can damage confidence. If a child is away from school, they can easily fall behind with their learning. Not only do they miss the work during their absence, but when they return, they have to try and catch up with a class which has moved on. This time of not knowing what they've missed can set them even further back and it can take more time for them to re-gain their confidence. This is even the case in the younger year groups.

What should I do if my child is unwell and cannot attend school?

We must be notified before 8.30am on the day of sickness. This should only be done via the school email or by leaving a message on the school answerphone. There must be a valid reason left for the absence otherwise we will need to contact you to find out. This must be done for each new day of absence. Telephone 01628 622522 or email larchfield@larchfieldschool.co.uk.

If your child is frequently absent due to illness, you may be required to provide proof of illness, or the school may request permission to contact your GP for confirmation that the child is too ill to attend school.

Remember: if your child attends school and feels unwell during the school day, the school will contact you to arrange for you to check on, or collect your child.

What can I do to help my child's attendance?

There are several things you can do to keep your child's attendance high:

Make sure your child knows the importance of regular school attendance. Your own attitude to school is vital. If you place great importance on attendance and punctuality, your child will do the same. All children have their moments of not wanting to go to school, but if your child begins to show unusual reluctance to come to school, please contact the class teacher as soon as possible to discuss this.

Encourage your child to speak to their class teacher about any difficulties they might be having - academic, social, or emotional.

Medical appointments

Please try to make any medical or dental appointments **outside** school hours or in the school holidays where possible. If this is not possible, we would urge you to bring your child to school for their register mark in the morning, then take them to their appointment later, ensuring they are back in school for 1pm registration.

Your child must **never** miss school for birthdays, visiting relatives, holidays, or because of siblings being unwell. **Holidays in term time are always referred to the Education Welfare Officer and may result in a fine being issued. We do not authorise holidays in term time.**

If your child has issues with attendance and punctuality:

- Make early contact with the school and keep in touch.
- Work with the school to sort things out.
- Make sure that your child understands that you do not approve of absence.

We appreciate how difficult it is sometimes, as a parent, to know if your child is genuinely unwell or if they just do not want to go to school. If you are not sure if your child is genuinely ill, it is best to send them into school; should they still feel ill later we will always contact you.

Occasionally, pupils really are too unwell to attend school. When deciding whether or not your child is too ill to attend school, ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, it is best to keep your child at home and consult your GP as appropriate.
- Does your child have a condition that could be passed on to other children or school staff? If so, please keep your child at home.

Common conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you make that judgement.

If you're concerned about your child's health, consult a health professional.

Cough and Cold - A child with a cough or common cold can still attend school. If your child has a more persistent cough, consult your GP, as this may be a symptom of something else.

Sore Throat/Headache - A sore throat or headache alone doesn't mean a child has to stay off school. Over the counter medicines such as Calpol and Strepsils can relieve discomfort but if unsure ask the pharmacist. However, if it's accompanied by a raised temperature, it may be a sign of something more serious and should be checked before you send your child in to school.

Headlice - Headlice can be treated by combing through a recommended lotion or conditioner and removing live lice. Your child should be treated and be in school the same day. Children do not need to stay off school for Headlice but will need follow up treatment. For more information, go to www.Onceaweektakeapeek.com.

A Rash - Rashes can be the first sign of many infectious illnesses, such as chickenpox, slap cheek and measles. Children with these conditions shouldn't attend school until you have checked with your GP or practice that they are no longer contagious.

Vomiting and Diarrhoea - Children with both these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Vomiting or Diarrhoea - Children with one these conditions should be kept off school. They can return 24 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Raised temperature - If your child has a raised temperature, they shouldn't attend school until their temperature is back to normal.

The school works closely with the Education Welfare Officer in ensuring we have good attendance.

We hope this clarifies all questions around the expectation of attendance.

What is different during times of the current 2020-21 pandemic restrictions?

Drop off times

8.30am – Y3/4/5/6 – entry through the playground gate

8.45am – YR – entry through the EYFS gate

8.45am – Y1/2 – entry through the car park gate

If your child shows any symptoms of COVID-19 then please follow Government guidance and seek a PCR test. Your child should stay at home until you receive the negative test.