

## Banks Road Infant and Nursery School



22.09.2023

Here at Banks Road Infant and Nursery School we strive for the highest standards of attendance and achievement. As parents/carers you are legally responsible for ensuring your children of school age receive a suitable full time education.

### Attendance is mandatory.

- Parents/carers have a duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- Schools have responsibilities to record attendance and follow up absence
- Schools have the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- The local authority has a duty to put in place arrangements for identifying, and to follow up with, children missing education

“Regular” attendance is defined as 96.8%. Anything below this is regarded as ‘poor’ attendance.

An analysis of individual pupil attendance data is regularly looked at to identify patterns of absence which cause concern and these are monitored closely.

It is surprising how quickly absences can add up. 90% may sound good but the grid below highlights the number of days missed throughout the year is 19 – nearly 4 weeks of lost education.

Attendance Rate	Equivalent days attended	Days absence	Learning hours lost
100%	190	0	0
95%	180-189	1-10	5-50
90-94.9%	171-179	11-19	55-59
85-89.9%	161-170	20-29	100-145
80-84%	152-160	30-38	150-190
79.9% and below	Less than 151	More than 48	More than 240

### But what if my child is ill?

Of course children are ill on occasions and when this is the case we readily accept that being at home is the best place to be.

Children can't help being ill and as a school we want all our children to be well and healthy to enable them to learn happily and confidently when they are here. However this traffic light system is a really useful guide to help you to decide when to send your child to school and when to keep them at home. **Advice has been taken from the [NHS](#):** Is my child too ill for school

### RED STAY AT HOME

**Raised temperature:** keep your child off school until it goes away

**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 before sending them to school.

**Vomiting and diarrhoea:** Children can return to school after 48 hours after the last bout.

### AMBER TAKE ADVICE

**Headaches:** A child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as a raised temperature or drowsiness, then keep your child at home and consult your GP

**GREEN  
COME TO SCHOOL\***

**Mild cough**

**Mild cold**

**Sore throat (unless accompanied by a raised temperature)**

**Feeling tired**

\*We will contact you if your child deteriorates during the school day.

**If your child is too unwell to attend school....**

1. On the first day of absence and on each subsequent day, please phone the school on 917 9881 as soon as possible, but before 8.45am.
2. If a child is not in school for morning registration and no explanation has been received, the school will contact you by phone.

**Punctuality: At Banks Road we say that “Every Second of Every Minute of Every Day at School Counts”**

It is important that all children arrive on time and are ready to learn by 8.45 am every day.

- Arriving 5 minutes late every day adds up to over 3 whole school days lost each year.
- Arriving 15 minutes late every day is the same as being absent from school for 2 weeks a year.
- Starting the day rushed and arriving late makes it hard for children to settle in the classroom.
- Arriving late in the classroom can make children feel anxious or embarrassed.
- Children who arrive late also disrupt the other children in the classroom who are ready to start learning.

Please support the school in our aim to help your children achieve their full potential by bringing your child to school on time every day. We have an obligation to monitor lateness. Please be aware that after registers close, this counts as an unauthorised absence. We may contact you to follow up persistent lateness.

**What you can do to help your child...**

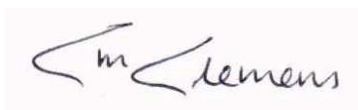
- Make sure your child comes to school regularly and punctually.
- If your child starts missing school, work with the school to put things right. Communication is very important.
- If your child is absent you must phone the school as soon as possible on the first morning of absence and on each subsequent day of absence. After registration, if we have not had contact from you, the school will contact you. Staff will be concerned if there is no response.
- If you feel it is essential for your child to miss school, for example a religious festival or other special occasion, please complete an absence request form, 14 days prior to the event.
- Please support us in our efforts to encourage good attendance.
- Children can come into school if they are feeling a bit under the weather. They generally do ‘pick up’ as the day goes on.

We want to work with our parents and carers to ensure all children are given the best educational opportunities. We are committed to raising standards and doing our very best for the children and a key factor of achieving this is ensuring that all children attend school regularly. Poor attendance can have a detrimental effect.

If there is anything you would like to discuss with us regarding your child’s attendance, or any particular issues making attendance difficult, we are happy to work with you so please do not hesitate to get in touch.

Many thanks in anticipation of your support in this matter.

Yours sincerely,



Carole Clemens  
Head Teacher