

Elms Farm Primary School



Ambition - Community - Equality

Attendance

Working in partnership with parents

NURSERY & RECEPTION

What we expect

At Elms Farm we value the importance of good attendance in ensuring that all children reach their full potential.

Our **basic expectation** for every pupil to maintain at **least 95% attendance**.

Children attending Nursery make progress at a fast pace, every single day of attendance has a big impact.

Benefits of Good School Attendance

Nursery aged children with good attendance:

- Achieve more academically & developmentally
- Feel happier and gain in confidence
- Develop well socially and find it easier to make/keep friends
- Establish good educational habits and routines at an early age



All these are important life skills for your child.

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Absences due to illness:



Too many school absences are illness absences.

We understand that in their early stages of school life, there are times when children are clearly not well enough to be in school. However, there are also many times when they are kept off with minor illnesses that can be managed in school.

To minimise the risk of illness being spread in school we:

- Make tissues available
- Encourage hand washing
- Follow up to date advice from the Health Protection Agency including the 'Catch it, Bin it, Kill it' Approach
- Promote good hygiene with children
- School can administer medication with consent of the parent-forms are available at the School Office
- Taking pupils' temperature when they state that they feel unwell

Authorised Absence: Illness

Elms Farm School follow the Department for Health's Guidelines in regards to illness.

We will authorise absence for:

Vomiting & Diarrhoea

Children with and/or vomiting should be kept off school until 12 hours after their symptoms have gone.

Temperature

If your child has a raised temperature, they shouldn't attend school. They can return 12 hours after they start to feel better.

Infectious Diseases

Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

If you are in doubt about sending your child to school due to illness, please contact the school for further advice.

Frequent absence due to illness:

If your child is frequently absent due to illness and this becomes a concern, we will ask you for evidence for further illness absences.

Examples of evidence may include:

- Medical appointment letter or card
- A copy of a prescription
- Proof of the Medication packet/bottle
- Letters concerning hospital appointments

If you are unable to provide the school with any of the above, the absences will not be authorised.

Your child may be referred to our Attendance Officer and/or School Nurse.

We may also refer your child to the school nurse if we are concerned about his/her health and well-being.

Other authorised absences:

There are a number of other reasons when you may feel that you need to keep your child at home. However, only a handful of these reasons are likely to be authorised absences. Some examples that we would be able to authorise include:

- A hospital or emergency appointment (we expect all other medical appointments be made out of the school day).
- A religious observance - absence may be authorised, for one day on each occasion, for pupils to attend relevant religious observances. For example: we will authorise one day for a child whose family is celebrating Eid when this falls during term time.

If you have questions about whether or not an absence would be authorised, please contact the Head teacher or Attendance Lead to discuss your circumstances.

Unauthorised illness absence

We will **not** authorise absence for illness such as:

a mild stomach ache, headache, cough or sniffles.

If you are in doubt, please send your child into school while informing their class teacher or the school office so we can monitor them throughout the day.

Your child's class teacher will provide you with an overview of how your child's symptoms affected him/her at the end of the school day.

If your child is too unwell to remain in school, the school office will contact you.

What will happen if your child takes an unauthorised absence?

Elms Farm School follows the attendance procedures set out by Birmingham Local Authority. We aim to support all families to improve attendance before taking further action as part of these procedures. However, in some cases, when attendance does not improve, formal proceedings will be taken.

Your child misses one day	<ul style="list-style-type: none">• If the school has not been informed of absence by 9.30am, you will receive a text message or phone call.• Unannounced visit to your home address.
Regular absence which causes concern	<ul style="list-style-type: none">• Referral to our Local Authority Attendance Officer and/ or school nurse— who will send relevant correspondence, informing you of your child's attendance
Continual absence	<ul style="list-style-type: none">• Parents are required to attend a formal Attendance Meeting with the Attendance Officer to write an Attendance Support Plan. In some cases, this may be with the Deputy Headteacher.• In some cases a 'FAST-track' Referral will be made — this may mean court Proceedings if attendance doesn't improve.

Punctuality:

Getting to school on time is very important. Too many children are arriving late regularly. Please note that the school day for Nursery begins at **8.45am**.

Our Attendance Leader, Miss Gibb monitors lateness on a daily basis.

Holidays and trips during school term time:

We **will not authorise** term time holidays or visits abroad. Time out of school for a holiday or trip is not allowed. If your child has unauthorised absences for holidays and trips we will refer him/her to the Attendance Lead.

Unauthorised absence for this reason can lead to a 'FAST-track' referral which may mean court proceedings will follow.

Our Attendance Target

We have whole school attendance target of 96%.

How does your child compare?

Attendance during one school year	Equals this number of days absent	Which is Approximately this many weeks	Which means this number of lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

If you are having any difficulties with school attendance or punctuality, or need support with these, please talk to:

Miss Gibb (Attendance Lead)
Miss Baxter (Deputy Head Teacher)
Mrs Gallagher (Head Teacher)
0121 464 4634

We look forward to welcoming your family to Elms Farm Primary School!