

## Attendance

Westmoor Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. One of our core values is to celebrate success.

0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of awards to promote good attendance and punctuality. These include certificates and celebration assemblies. Staff always ensure that good attendance is celebrated within the classroom and call on Senior Leaders to give praise and encouragement to those who have very good attendance or for those who might need to improve.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Westmoor.

If you are unsure about whether your child is poorly enough to keep off school, it is usually worth sending them in, where we can keep an eye on them, keep them busy and, with your permission, administer any necessary paracetamol. We can also administer prescription medication if you come to the school office and sign the appropriate paperwork.

## Do I need to keep my child off school?

<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed	<b>Impetigo</b> Until lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	<b>Whooping Cough</b> 48 Hours after commencing antibiotics
<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed		

## Parental Responsibility

Parents have a legal duty to ensure that their child or children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe. Pupils are expected to arrive by 8.49am.

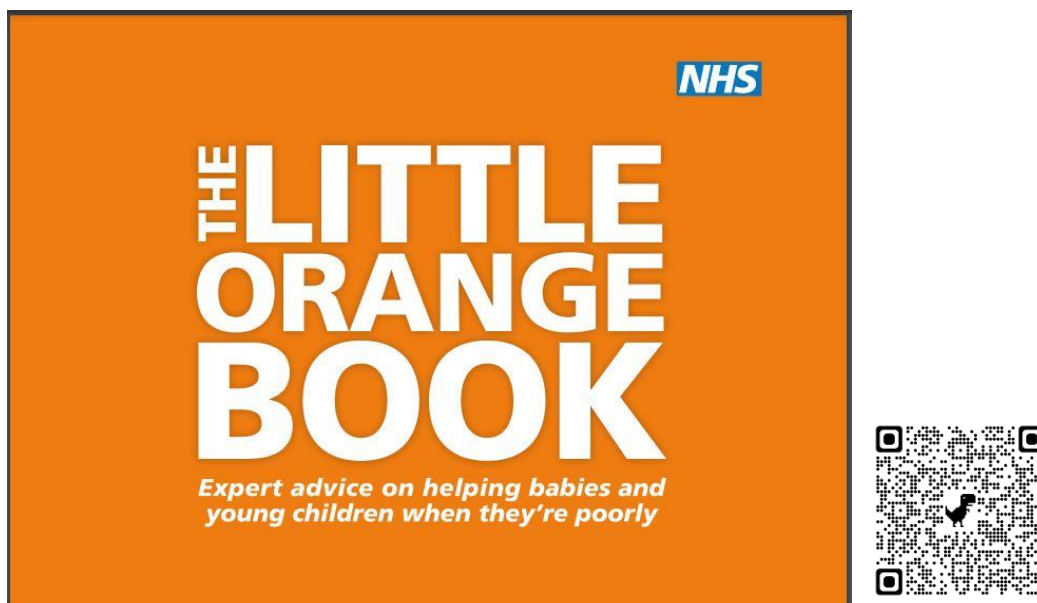
Minutes late per day	Learning time lost in a year
5 minutes	3½ days
10 minutes	7 days
15 minutes	10 ½ days
20 minutes	14 days
30 minutes	21 days

All pupils that arrive late must report, with their parent, to the school office where the reason for lateness is recorded.

Every absence or late arrival at school means crucial learning time is lost.

## Illness

There is a link and a QR code below to take you to a useful resource which gives advice around helping children and babies when they're poorly.



<https://newcastlegatesheadccg.nhs.uk/wp-content/uploads/sites/12/2020/08/Little-Orange-Book.pdf>

## How to tell us if your child is going to be off school

Telephone the school office on 0191 6432260 before 8.30am and leave a message on the answer machine or speak to a member of staff; you must give a reason why your child is not able to attend school and tell us when you think they will be back.

## If we don't hear from you

This is known as 'First Day Response'; we must be sure your child is safe and well and if we don't hear from you before 9.30am we will call you to find out where they are. It is very important that you keep us up to date with telephone numbers for yourself and other people on your emergency contact list. If we can't get hold of anyone to check your child is safe and well, we may visit your home and/or in extreme cases inform the police.

## What will we do if we are concerned about your child's attendance?

We monitor attendance closely and regularly. If your child misses more than 10% of their time in school for any reason they are known as 'Persistently Absent'. This is set by the government.

If your child's attendance is below 95% we will work with you to see how this can be improved. The process is outlined below:

You will receive a letter informing you of your child's attendance and outlining the process should it not improve. If this is below 90% the letter will be inviting you into

school to discuss your child's absence and we will develop an action plan with you to look at the reasons why your child is absent and put support in place to look at any problems there may be.

If your child's attendance does not improve over the next 4 weeks, we will ask the Attendance and Placement Team (APT) to become involved and they will issue a Penalty Warning notice.

School will monitor your child's attendance over a further 4 weeks.

If your child's attendance does not improve, the APT will issue a Penalty Notice fine. In North Tyneside this is £60 per parent per child (rising to £120 if not paid within 21 days).

If the fine is not paid, North Tyneside will pursue the matter to the courts. This can result in fines that are significantly larger (up to £2,500), a Community Order, Parenting Order or ultimately a prison sentence.

**We want to avoid this at all costs so if your child has a problem with coming to school, please let us know so that we can stop the problem getting worse.**

## **Lateness to school**

We believe that every minute in school is valuable. Every morning begins with the class register, information about the day and what will be happening. Children arriving late will miss this important time and are often anxious about what they have missed and this may lead them to not wanting to come to school. The school day starts at 8.50am and we need your child to be in class by then; arriving after this will result in a late mark. A Penalty Notice fine can also be given if your child is late regularly.

## **Useful link**

[Attendance and Absence Policy](#)