

## WAYS FOR PARENTS TO PROMOTE REGULAR ATTENDANCE:

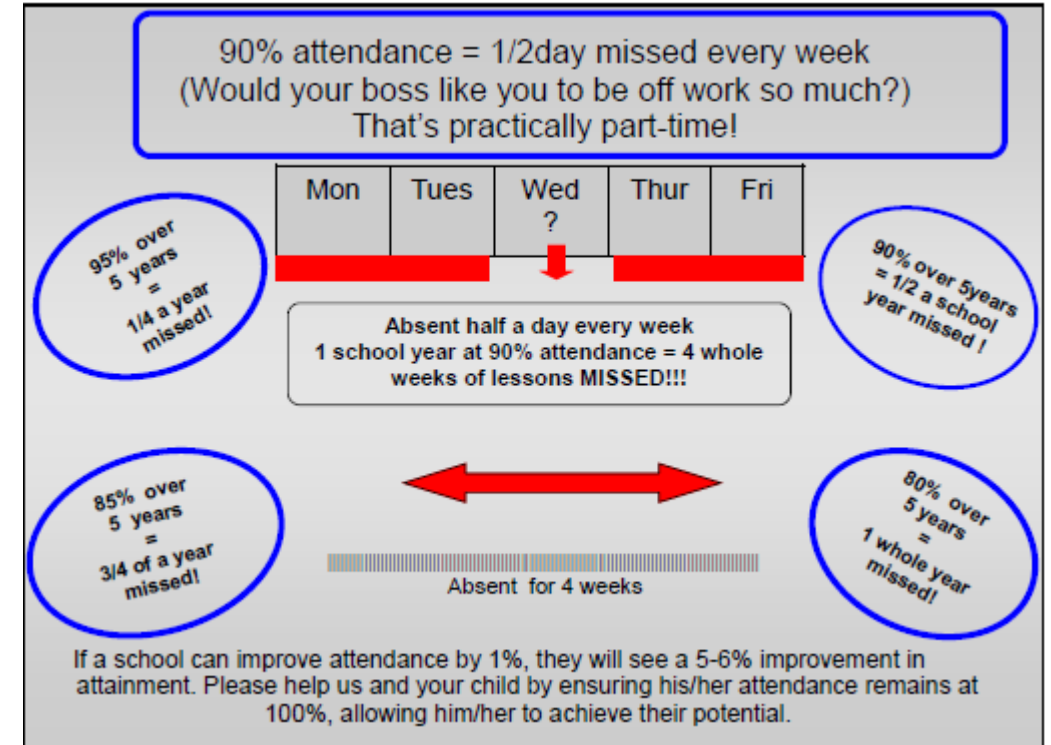
- ◆ **Phone school** as soon as possible as to the reason why your child is absent from school and when you expect them to return to school or we will phone you later to follow up.
- ◆ Putting the school number in your phone, it will save you time.
- ◆ **Only grant days** at home for genuine illness. (you will know!) Send them to school and if they are really ill we will send them home.
- ◆ **Miracle Recovery**—If your child improves after the school day has started we are happy for you to bring them into school at anytime during the day.
- ◆ **Avoid taking holidays** in term time they will not be authorised.
- ◆ **Avoid Medical /Dental Appointments** in term time where possible.
- ◆ **Know the routine** of the day to avoid issues e.g. have they got their PE kit and everything they need for the day.
- ◆ **Concerns for the day** if your child is worried about coming into school for any reasons talk to a member of staff and we will try and help.



Attendance at GGA

# ATTENDANCE, WHY IS IT IMPORTANT ?

Goldington Green Academy is committed to providing the best education available. We aim to promote regular attendance and good punctuality because we know that this helps all students achieve their potential.



### Action required if your child is absent

Contact the school with the following information before 9.30am

- ◆ Your child's name and class
- ◆ Reason for your child's absence from school
- ◆ When you expect your child to return to school.
- ◆ If you child is off for more than 2 days please phone the school again

If your child continues to be off of school and their attendance falls below 92% the following procedure will be followed



Initial attendance letter will be sent home outlining the schools concerns



If your child's attendance continues to be below 92% but above 90% a 2nd letter will be sent home drawing attention to the absence requiring evidence for any further medical absence.  
If no improvement, the matter will be referred to the Educational Welfare Officer.



If your child's attendance falls below 85% a third letter will be sent out advising you of a referral to the Educational Welfare Officer



Illness	Recommended time off school	Comments
Diarrhoea and vomiting	Diarrhoea and or vomiting 48hrs from last episode of diarrhoea or vomiting	
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment	Further exclusion may be required for under 5's due to hygiene practices
Conjunctivitis	None	
Glandular Fever	None	
Head lice	None	Treatment required (available from supermarkets and chemists)
Mumps	Exclude children for 5 days after onset of swelling	
Threadworms	None	
Tonsillitis	None	
Chickenpox	5 days from onset of rash	Check vulnerable children and staff

