

Sacred Heart Catholic College, Crosby

Attendance & Punctuality Guide



September 2021 (yet to be ratified by governors)



Every pupil at Sacred Heart Catholic College is expected to maintain an attendance level of 96% and above, this is in line with the Government's expectations. It is the responsibility of everyone in our school community –to ensure they achieve this.

"Absences add up! Missing just 2 days a month means a child misses 10% of the school year."

Each year there are 190 school days which leaves 180 days for holidays, shopping, birthday treats, holidays, and non-urgent medical and dental appointments. Therefore, the school will not authorise absence for these reasons.

Our whole School Attendance Target for 2021/22 is 97%.

Therefore, if your son or daughter attends for at least 97% of one school year they will have had less than 10 days absent. Below is a chart showing a comparison of attendance for a full academic year and what impact it has on your attendance and academic achievement.

What your absence percentages mean			
Percentage	No of days absence	Learning missed	Total Absence over
100%	0 days missed	0 lessons	
99.50%	1 day	5 lessons	1 week
99%	2 days	10 lessons	2 weeks
98.5%	3 days	15 lessons	3 weeks
98%	4 days	20 lessons	1 month

In the following 5 cases, parental meeting increasingly likely to be required; series of actions may be issued if child's attendance does not improve

97%	6 days	30 lessons
96.5%	7 days	35 lessons
96%	8 days	40 lessons
95.5%	9 days	45 lessons
95%	10 days (2 Weeks)	50 lessons

In the following 6 cases, there is Local Education Authority involvement and prosecutions may be issued

92.5%	15 days	75 lessons
90%	20 days	100 lessons
87.5%	25 days	125 lessons
85%	30 days	150 lessons
82.5%	35 days	175 lessons
80%	40 days	200 lessons

At Sacred Heart, we appreciate that children are unwell and there can be exceptional circumstances for absence. Take a look at **'Should my child stay off school?'** booklet which may help you.

HEADACHE, EARACHE AND STOMACH ACHES
Children with headache, earache or stomach ache can go to school - just let the staff know they have felt unwell.
Give paracetamol and plenty of fluids to drink.
If headache, earache or stomach ache persist... seek medical advice.

HIGH TEMPERATURE
Give paracetamol and plenty to drink. After paracetamol, if your child feels better bring them to school. If the child's high temperature continues for three days or more, seek medical advice.

FLU (INFLUENZA)
Children should go back to school when recovered - this is usually about five days.

HEAD LICE
Children can go to school with head lice but they must be treated for the condition to prevent further spreading.
Parents should treat their children and other family members by wet combing with a nit comb and conditioner.
See your school nurse or pharmacist for further advice.

THREADWORM
Children can go to school when they have started their treatment.
Everyone at home should be treated.

HAND, FOOT AND MOUTH WARTS AND VERRUCAE, ATHLETES FOOT AND MOLLUSCUM CONTAGIOSUM
Children can go to school. Verrucae should be covered in swimming pools and changing rooms.

CONJUNCTIVITIS
Children can go to school. They should be encouraged to wash their hands to prevent further spread of infection.

MEASLES, CHICKEN POX AND GERMAN MEASLES
MEASLES - Children should go back to school four days after the rash has started.
CHICKEN POX - Children should go back to school five days after the rash has started.
GERMAN MEASLES - Children should go back to school six days after the rash has started. Please let the school know, as pregnant members of staff may be affected.

WHOOPIING COUGH
Children should go back to school five days after starting antibiotics. Non-infectious coughing may continue for many weeks.
Please make sure the bottle is labelled with your child's name and how often they should have it.
Please discuss with the headteacher.

SCARLET FEVER
Children can go back to school 24 hours after starting antibiotics if well enough.

SCHOOL NURSE DROP-IN SESSION
Your school nurse is available to meet with you in school. Please ask reception for the school nurse's contact details.
FURTHER ADVICE
Please ask at your local pharmacist or go online to www.nhs.uk for NHS choices. You can also dial 111 for advice.
Local pharmacy - see your local pharmacist for help and advice.

IMPETIGO
Children can go back to school when their lesions are crusted or healed, or two days after starting antibiotics.

MUMPS
Children should go back to school five days from the start of swollen glands.

DIARRHOEA & VOMITING
Children can return to school 48 hours after the last episode of diarrhoea or vomiting. Please discuss with school.

ANTIBIOTICS
Antibiotics are often not needed. Most coughs, colds and sore throats are caused by viruses. Antibiotics do not work on viruses.

WHAT ELSE DO I NEED TO KNOW?
MEDICINES IN SCHOOL
Children can come to school even if they are taking medicines, as staff are able to give them their medicine in school.

Attendance Strategy
SHOULD MY CHILD GO TO SCHOOL TODAY?
Parental guide to illnesses

Information in this guide is taken from 'Guidance on infection control in schools and other children's settings', Public Health England 2016.

Please think carefully before keeping your child off school as missing days for minor illnesses has a negative impact on your child's progress. There is a strong connection between good attendance and achievement at school. Absence is proven to have a significant negative impact upon a child's educational attainment.

Punctuality

Pupils need to be in school no later than 8.45am. In cases where a child persistently arrives at school after the register has closed and has acquired fourteen unauthorised (U) late marks within a period of no more than 10 weeks, an Education Penalty Notice may be issued. Pupils who arrive late to school will receive a consequence in line with our punctuality procedures. Poor school attendance combined with lateness which amounts to 14 sessions lost within a period of no more than 10 weeks can also trigger an Education Penalty Notice.

On the rare occasion your child needs to be off school due to illness or any other appropriate reason it is the parent/carers responsibility to contact the attendance team EVERY day of the absence before 8.30am.

Two ways to inform us:

1. Voicemail: 01519312971
2. Email: attendance@sacredheart.sefton.sch.uk

Please leave child's full name, year group and reason for absence when contacting. A letter/note in planner/medical evidence is needed on return and given in to student services.

Known Absence (including appointments during the school day)

All appointments should be made out of school hours; however, in extreme circumstances a pupil may need to attend an appointment during the school day. If this is the case the following procedure should be adhered to:

- The student should present a note from the parent/carer to the Attendance Manager stating the reason for the request to leave school early. The time and date of the appointment should be written on the note.
- When the student wishes to leave the school, they are to present the note at the main office and sign out before leaving.
- The school reserves the right to refuse permission to permit students to miss school or to leave school early. If in doubt, parents/carers or pupils should refer the matter to their respective Head of Year.

Pupils must be collected from school by a parent or carer if permission is granted. Pupils will not be allowed to leave the school site unsupervised.

Holidays

Holidays are not authorised by the school unless it is classed as exceptional circumstances. Holidays taken in term time and not classed as an exceptional circumstance may be awarded an Educational Penalty Notice.

Attendance rewards and initiatives

Pupils at school can expect to receive either:

- Certificates/ badges/stickers.
- Letters to parents to acknowledge excellent attendance.
- Their name and photograph on displays
- Personal congratulations from members of staff.

