



Elmsleigh Infant & Nursery School

Queens Drive, Swadlincote, Derbyshire, DE11 0EG

Telephone: 01283 216883

Email: enquiries@elmsleigh.derbyshire.sch.uk

Website: www.elmsleighinfantschool.co.uk

Dear Parents,

RE: OUR ATTENDANCE MONITORING POLICY – SOME GUIDELINES.

Reporting Absences

A reminder to let the office know if your child is poorly. Ring the school number 01283 216883 and select option 1 to leave a message. The office staff will then pick up your message and log the reason for absence on the system. If you would rather speak to Miss. Samme or Miss Flamson, select option 2.

If we do not know the reason for your child not attending school, this must be recorded as an unauthorised absence. A text will be sent out on the first day of the absence if a message has not been received. If a reason has been reported, we do not expect you to telephone in on subsequent days to report the ongoing absence.

In cases of sickness and/or diarrhoea, the school policy is that children must stay at home for 48 hours after the last bout of sickness etc. This avoids the risk of other pupils catching the bug.

Appointments

If your child needs to attend a medical or dental appointment within school time, we ask that you provide the school office with evidence of this, may this be an email, text or letter.

We do appreciate that your child cannot attend school when poorly and that appointments for treatments/check-ups must be kept. We are just asking that you share this information with us.

If the appointment is for a check-up, we would encourage you to bring your child straight back to school afterwards. If possible, we ask that all nonemergency appointments are made after school as surgeries and dental practices are open until 5:30pm. This means that, where possible, your child will not miss valuable learning time.

Medicines in School

Staff can administer both prescription and over the counter medicines in school. For us to do so, parents will need to complete a consent form from the school office. This means that your child can return to school following illness at the earliest opportunity. If you prefer, you can also come into school at lunchtime to give the medicine yourself.

Holidays in Term Time

We discourage taking your child out of school during term time. This is now a fineable offence with parents being fined £120 each per child by the Local Authority. If children are away on holiday outside the 13-week holiday period, this will have a negative impact on their learning.

How We Monitor Attendance

We have an attendance panel which meets monthly to review absences. The national threshold percentage is 92% so we are required to monitor any child that falls below this. You will receive a report regarding your child's attendance during your parent consultation within the school year.

Working together helps create a clear understanding between the school and families, enabling children to progress on their learning journeys and achieve their full potential.

Thank you for your co-operation.

Mrs E. Collins

Head of School