



 COMPANY NO.  
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B32 3JS

Dear Parents/Carers

At St Michael's CE Primary School, we place a heavy emphasis on the importance of regular and punctual school attendance. We believe through good attendance at school, children will achieve higher attainment, have better opportunities and establish good habits that will support them throughout their lives.

We understand that there may be unavoidable circumstances on occasions when your child is absent from school and we would like to take this opportunity to remind you of the school absence procedures.

#### **Illness:**

Occasionally, your child may wake up on a school day and say that they feel unwell. Parents will assess and decide if they think their child is well enough to attend school or needs to be kept at home. If your child has no temperature but has minor ailments such as a headache or earache then (as with adults) medical advice is to give them paracetamol (Calpol, etc) and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc. If you aren't sure if your child's illness is classed as infectious and they need to be kept off school and for how long then contact the school office who will offer advice and information.

If you decide your child is unable to attend school due to illness the following procedure applies:

- If a child is absent from school parents should contact the school on the 1<sup>st</sup> day of absence by 8:45am and leave a message on the absence line to inform the school of the reason for absence. We ask that parents keep in touch with school throughout their child's illness.

#### **Medical and Dental Appointments:**

Where possible such appointments should be booked outside of school hours. However, if your child does require to miss school due to an appointment, we ask that you inform the school office as soon as possible and provide them with a copy of the letter, text or appointment card for your child's file. If the appointment is during the school day, pupils are expected to attend school prior to the appointment and return to school after the appointment.

#### **Unexplained absences:**

Unexplained absences from school give serious cause for concern as the school is unable to confirm the whereabouts and safety of a child.

If we have not heard why your child is not in school by 9am, we will contact you via phone or Parentmail. Please ensure emergency numbers and addresses are kept up to date. In cases where we are concerned that we haven't heard about a child's whereabouts, we may conduct a home visit. If there is no answer, we will attempt to contact other emergency contacts. **School is required to have**



**more than one emergency contact for each pupil.** If we are still unable to confirm the whereabouts of a child after these steps, it may be necessary for school to contact the police to undertake a safe and well check.

### Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day.

Gates open at 8:35am and all children must be in school by 8:45am for the start of the school day. Children who arrive after this time will receive a late mark and must enter school via the office. Any children who arrive after 9:20am will receive an unauthorised absence for their morning session in line with attendance guidance from Birmingham City Council. (Please note that we cannot order a school dinner for a child after 9:20am as the kitchen shuts for orders)

If a child has a significant number of unauthorised absences, this can trigger legal action and may result in a fine for both parents. If your child is going to be late for school it is vital that you contact the school office to inform them of the reason such as an appointment - however please remember that routine medical appointments should not be made in school time unless absolutely necessary.

### How can parents support regular school attendance?

- Making sure their child leaves for school early enough to arrive at school on time.
- Supporting and encouraging their child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.
- Making any medical appointments outside of school hours whenever possible.
- Not taking children out of school for holidays in term time or for other unnecessary reasons.

Thank you to the vast majority of parents who work hard to ensure their child has good attendance and punctuality.

If you require any support to help your child attend school regularly, please speak to myself or a member of the senior leadership team.

Miss Vicky Cockell  
Attendance Officer

