

Dear Parents and Carers,

As we begin a new school year, I wanted to take the opportunity to send a reminder of our attendance policies, procedures and expectations.

### **ATTENDANCE AT DAME JANET PRIMARY ACADEMY**

Here at Dame Janet Primary Academy we take attendance very seriously. It is a proven fact that attendance is directly linked to academic success and the school's internal data shows this is the case.

We work hard to help students achieve 100% attendance. It is always fantastic when we can celebrate with our pupils who have achieved 100% attendance at the end of the term/year!

- Weekly class attendance awards (Lower and Upper) with a non-uniform day for 98% or above.
- Weekly class punctuality awards.
- Rewards for improved attendance.
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### **REPORTING YOUR CHILD'S ABSENCE**

There are three ways you can report your child's absence from school for the day.



Telephone the school on **01843 591807 (Option 1)**  
Text the school's attendance mobile on **07741634004**



email - [attendance@djpa-tkat.org](mailto:attendance@djpa-tkat.org)

When contacting the school, please state your **child's name, class and the reason for their absence from school.**

If you do not report your child absent for the day, it will be recorded as an unauthorised absence. **If an illness or injury requires more than a few days absent from school then evidence of doctors/dentist treatment may be required.**

Once your child reaches a total of 10 **unauthorised** absences you could be liable to receive a Penalty Notice from KCC to the sum of £120 per child, per parent.

We work very closely with our inclusion and attendance liaison at KCC (Natasa Wehrly), to help our parents avoid these fines by working together with you and help you to raise your child's attendance percentage.



### **LATE FOR SCHOOL**

**Our school gates close at 9:00am prompt in the mornings.**

If you arrive after this time you will need to come into school through the office to sign your child into school. This will be marked as a 'L' (Late before register closes) on your child's registration certificate. Our registers close at 9:30, therefore if you arrive after this time it is recorded as a 'U' (late after register closes – **whole morning** unauthorised absence)

Arriving late to school has a huge impact on your child and their learning.

When children arrive late to class they often feel embarrassed walking into class and feel confused when they are joining a lesson half way through as they will miss the instruction at the start of the lesson.



### **MEDICAL APPOINTMENTS**

We appreciate our pupils sometimes need to attend medical appointments during the school day, and that appointment dates and times are often sent to you.

Can we please ask that if you have to make an appointment for your child you do this either at the beginning of the day, at the end of the day, or during the school holidays.

Children leaving for appointments throughout the day can be disruptive not only to the child but to the rest of the class.

We also ask that you bring your child into school before, and return your child after their appointment if this is possible to minimise lost learning time.

Please show a member of office staff evidence of the appointment - e.g. appointment letter/card or a reminder text.

### **BIRTHDAY & DAYS OUT CELEBRATIONS**



Most of our children will no doubt experience at least one birthday on a school day. Please can we ask that if your child's birthday does fall on a school day, that they do not miss school on this day. It's great being at school on your birthday as your teacher and other pupils make a fuss of you in class and you will receive a birthday card from everyone at

Dame Janet. Please feel free to send them in wearing the biggest birthday badge – to make sure everyone knows it's their special day!



In addition to this we are finding that parents are choosing to take their children out late to parties, football matches, concerts etc during the week and keeping them off school the following day.

Before booking any events for your children, please do think whether this will have an impact on them attending school the following day.

Absences for birthdays and special days will be recorded as unauthorised absences.

This does not include absences for funerals, weddings or other religious celebrations.

**Time off for these events will need to be requested from the Headteacher.**

## **IF YOUR CHILD IS UNWELL AT SCHOOL**



Please be assured that if your child is unwell at school we will contact you, we never want a child to stay at school if they are feeling ill. In some cases, we may contact you to bring up some medication for them to help them get through the day, or if they need to be collected and taken home.

If your child has a raised temperature, has vomited or injured themselves and requires additional medical attention we will always request that your child is collected.

First Aid is given at school by our registered First Aiders and medical forms are completed for every incident and given to your child to bring home to you.

We always phone home if your child has bumped their head during the school day and give them a sticker and a letter stating they have had a head bump.

## **MEDICATION AT SCHOOL**



If your child has **prescribed** medication that needs to be taken through the school day, please complete a **Request to Administer Permission Form**. These are available from the office.

We are happy to administer antibiotics, if they are needed 4 times a day but unfortunately, we are unable to give the children any non-prescribed medications (Calpol, Nurofen etc).

This does not mean that your child cannot have pain relief throughout the day, however you would need to attend the school to administer the medication to your child. Asthma pumps are kept in your child's classroom so they can access them easily when required.

If you are struggling to get your children into school, in addition to our Attendance Officer, we have a fantastic pastoral team here at Dame Janet who are always available to offer guidance, support or just a friendly ear.

Should you have any further questions please do contact the school office team who will be happy to help.

**Mrs V Shayler**  
**Attendance Officer & Deputy DSL**