

Is my Child well enough to attend school?

Minor Illness

Only you as a parent know when your child is ill or feeling unwell.

Always contact school if you feel your child is unwell on a school day.

Whilst there are many health reasons for your child being absent from school, we would always recommend that you seek medical advice if they are not well enough to attend.

Please use common sense when deciding whether your child needs to stay at home. Work on the basis that sick children belong at home and well children belong in class.

Please be mindful that early morning aches and pains often pass, so don't keep your child home "just in case" when her or she could be learning in class. If you are not sure always ring school to ask for advice or call your GP or 111.

If you decide to send your child into school and they continue to be ill whilst here, school will always contact you to let you know if they are too unwell to be there.

Longer –term absence

If your child is absent from school for three or more days or is often absent for short spells, the school staff may ask you to present a doctors note or proof of appointment, prescribed medication from a chemist (with date) or other such information to verify the reason for the absence. This is in line with local authority guidance.

We would also recommend that a parent informs us via telephone or letter regarding:

- A child having any condition requiring hospital or surgical care.
- A child returns to school with a cast or stitches
- A child is restricted from PE or playtime activities due to injury or surgery.



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Attendance & Punctuality Guide

*"It's cool to
be
In school!"*



The Mill Academy

Punctuality

Did you know?

Being 20 minutes late for school every day for a year is the same as missing **3 whole weeks** of school!

Sometimes people run late. Sometimes we can run into unexpected predicaments.

There will always be...

- Traffic Jams/delays
- Alarms not going off.
- Breakfast being spilt over school uniform just before you are about to set off for school.
- Book bags and home work cant be found.

These things happen and are not always your fault. They can happen to anyone.

The thing to look out for is frequent or regular lateness.

Effects of lateness ...

- It messes up a child's education
- If your child misses the introduction to the day in class they may also miss important materials/information.
- When your child gets to school they may be tired, out of breath and unable to concentrate for a while.
- Their work may suffer, because they wont know what to do, and school may stop being fun.
- Being late can be embarrassing and stressful
- Being late stops your child from catching up with their friends before class.

Suggestions to help you & your child in getting to school on time

1. Talk to your child and explain that it is important that they attend school on time each school day. Perhaps you might like to try an reward system for your child's good compliance and cooperation.
2. Set your alarm to go off 15 minutes earlier than usual to give you enough time for breakfast, getting dressed, etc.
3. Each school night ensure you spend 15-20 minutes to ensure that all school bags, book bags, any home work or PE kits are prepared and ready.
4. To save time in the mornings you could also get school clothes organised and lay them out the night before.
5. Try to ensure that you leave home early enough to account for any problems on your way to school including meeting up with others who walk with you, or incase there is heavy traffic if using a vehicle to get there. This will give plenty of time for your children to catch up with their friends and be prepared for the rest of the day.
6. If you are running late try to inform school that you are on your way so that preparations can be made to greet you when you arrive.

If you are having problems with lateness who can you talk with.

Please speak to your child's teacher in the first instance for advice and guidance.

Or

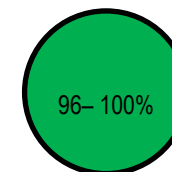
Ask to speak to the Parent Support Advisor or member of school admin staff who may be able to offer support.

At a Glance

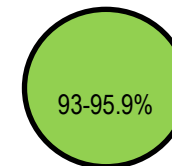
National Attendance

Guidelines

Our School attendance target is 96%

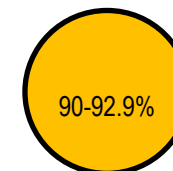


Attendance levels are good to excellent



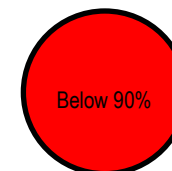
Attendance levels beginning to cause concern

A letter may be issued to parents advising on number of absences



Attendance levels causing more significant concern.

2nd letter issued and Parents will be invited to a meeting to discuss further with PSA. An action plan may be required, and attendance target will be set.



Attendance decreased to an unacceptable level

Referral made to EWO. Action may be taken. Fines could be imposed and lead to prosecution.