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Dear Parents and Carers












Attendance and Punctuality

I would like to take the opportunity to remind you of the school guidelines around attendance and punctuality.











Regular attendance is extremely important for your child’s wellbeing and progress. We realise that young children are sometimes poorly and need to stay at home, but we would like to encourage you to ensure that your child comes to school whenever they can.

Sometimes it can be difficult to make a judgement on whether your child should come to school.

Your child can still come to school if they have:

A cough 	A cold 	A sore throat 	Conjunctivitis  Notify staff	Headlice  With treatment
Tonsillitis 	Hand, Foot & Mouth  Notify staff	Headache 	Tired 	Tummy ache 
	Prescribed medication and non-prescribed medicine (e.g. Calpol) can be administered to children, with parental consent.			

Your child needs to stay at home if they have:

<p>A temperature</p>  <p>To return to school when controlled by Calpol.</p>	<p>Sickness bug</p>  <p>To return to school after 48 hours of last episode.</p>	<p>Diarrhoea</p>  <p>To return to school after 48 hours of last episode.</p>	<p>Chicken pox</p>  <p>To return to school when the spots have crusted over.</p>	<p>Impetigo</p>  <p>To return to school when sores are crusted and healed or 48 hours after starting antibiotic treatment</p>
<p>Flu</p>  <p>Return to school when recovered/feeling better.</p>	<p>Slapped cheek</p>  <p>To return to school once the rash has developed.</p>	<p>Strep throat</p>  <p>To return to school 24 hours after starting antibiotics & feeling well enough</p>	 <p>REMEMBER!</p> <p>If your child is too ill to attend school, you MUST let school know as soon as possible.</p> <p>Please phone: 01909 770303</p> 	

In the main school, National guidelines are that all children should aim for 96% attendance.

If your child's attendance falls below 92% or they are regularly late, we may contact you to arrange a meeting to offer support. If there are any factors affecting your child's attendance or punctuality, please let us know as soon as possible.

Reporting absence

If your child is absent from school for any reason, we ask that you contact the school office before 8.20 a.m. on the **first day** of absence and for **everyday** that your child is absent following this. You can do this:

By telephone – 01909 770303

By email – school@kpi.jmat.org.uk

By ClassDojo message to the school office

Absence for other reasons

If you wish to apply for school absence for religious reasons, or for exceptional circumstances, please email the school office.

Please note that absence for holidays in term time is never authorised.

Unexplained absence letters

If your child has been absent from school without explanation, you will receive a letter asking you to complete and return a reply slip letting us know why your child was away. If no reason is given, the absence will be unauthorised and this presents a concern.

Lateness

Please could we ask that you arrive on time at the beginning of the school day. If you arrive after the times below you will need to go to the school office.

- **School start time – 8:30am**
- **School finish time – 3pm**

If you are going to be late collecting your child from school at the end of the day, please contact the school office to let us know as soon as possible.

Children can become very anxious if they are left behind, and it is important that we can reassure them that you are on your way.

Thank you for your cooperation,



Mrs Idell