



Every student. Every day.

Remember that our Attendance Policy can be found on our website at

<https://www.heathfieldprimary.com/policies>



Welcome to our second attendance newsletter of this academic year, where we will aim to answer any questions you may have, provide additional guidance about good attendance and include reminders about our whole school expectations. Although our 'Attendance Matters' newsletter is sent out each via Marvellous Me, we are happy to provide paper copies in the front office should you need one.



It's that time of year – the coughs, sneezes and runny noses are everywhere we turn! Sometimes, as parents and carers, it can be tricky to decide whether to send our children into school when they're feeling a bit run down. The NHS has a handy website to help us all make fully informed decisions.

It's absolutely fine to send your child into school with symptoms of a common cold, such as coughing, sneezing and a runny nose. We make sure that our children wash their hands regularly throughout the day to stop germs from spreading, and children are generally resilient enough to be able to cope. You may want to give your child Calpol before coming to school to help them, and we would always give you a ring if we felt your child was no longer able to cope in school as well.

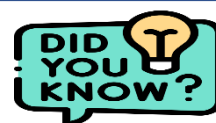


If your child has been sick, has diarrhoea or has a high temperature (above 38°C) then you should keep them at home and follow medical advice (including the "48 hour rule") – and you must call school and let us know your child will be absent as soon as possible! More information about when to keep your child off can be found at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

How do I report an absence?

If your child is going to be absent from school due to illness, a medical appointment or a family emergency we ask that you phone the office to let us know as soon as possible, and before 8.45am, so we can ensure registers are correct. We ask that you do not use the school Facebook Messenger so we can make sure we do not miss any important messages.

If your child is required to be absent from school for an exceptional circumstance, parents/carers must complete a Leave of Absence form in advance. Family holidays are not classed as an exceptional circumstance, and will not be authorised.



If your child is late by 'only' five minutes each day, across the course of the year they will have missed 950 minutes of learning in total – that's the equivalent of three day's worth of school!

Our children also tell us they hate being late, as they feel they have missed out on seeing their friends and can feel embarrassed coming into the classroom when everyone else has already started their learning tasks.

On time in school – that's our motto, that's our rule!