



BROADLEA PRIMARY SCHOOL

Headteacher: Mrs S Freeley
Newport Road
Lake
Isle of Wight
PO36 9PE
Tel: 01983 402403
admin@broadleapprimary.co.uk
website: www.broadleapprimary.co.uk

29th November 2018

Dear Parent/Carer

As a school we are committed to working with parents, pupils and other agencies and services to ensure the highest level of attendance. We aim to do this by adopting a strict approach to absence, promoting the value and importance of regular school attendance.

We would like to make the process of reporting unplanned absence, such as illness, easier for parents and carers. We are aware that the office is very busy first thing in the morning, so we have set up an email account specifically for reporting absences attendance@broadleapprimary.co.uk

Once we have received a telephone call or an email reporting the child's absence you will receive a return telephone call to gather further information.

In line with our Attendance Policy, which is published on our school website, parents must notify the school by telephone call to the school office on the first day of an unplanned absence by 9.30am or as soon as practically possible. Parents must maintain contact throughout the absence.

When a child is absent unexpectedly the class teacher will record the absence in the register. Registers are checked in the school office and staff will contact a parent or guardian if the parent has not informed the school. If the school has been unable to make contact with the parent(s) of an absent child by 12 mid-day, and there are welfare concerns for the child, the school will take whatever actions it deems necessary to safeguard the child.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

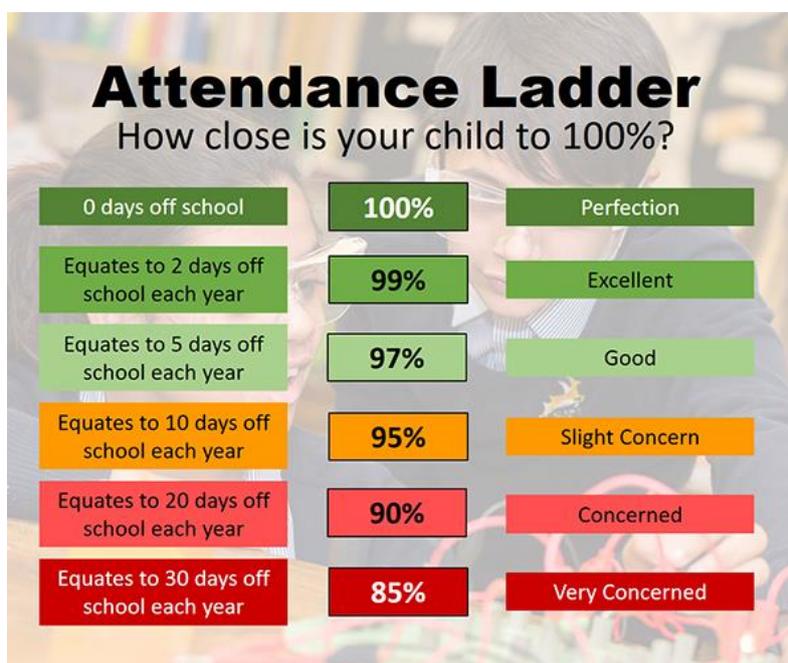
We would like to remind you that there is a 48 hour exclusion period for vomiting and/or diarrhoea from the last bout. Should your child return to school prior to the 48 hour exclusion period, we will send them home. This is a necessary precaution put in place by Public Health to prevent infection of others. The



following website provides guidelines for deciding whether you should keep your child off school
<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

We also work in partnership with Education and Inclusion to ensure children arrive promptly for school as lateness also affects children's learning. Pupils must arrive in the classroom and ready to start learning by 8.45am on each school day. To support you in achieving this, our school doors are open from 8.30am.

For your information and guidance on how absence impacts on your child's attendance, we have provided the attendance ladder below. If your child's attendance falls into the 95% and below brackets, you will be requested to attend a School Attendance Meeting (SAM). In some circumstances, a SAM may be called for those with attendance above 95%, such as when a pattern of absence is noted.



We look forward to working in partnership with you to improve our attendance this year. Should you have any questions regarding this letter please do not hesitate to contact Macala Graham, Family Liaison Officer.

Yours sincerely



Sharon Freeley
Head Teacher

