

# ATTENDANCE & PUNCTUALITY

WORKING TOGETHER TO MAKE SURE YOUR CHILD'S ATTENDANCE IS AS GOOD AS POSSIBLE BECAUSE EVERY DAY AT SCHOOL COUNTS.



## ENSURE YOUR CHILD ARRIVES AT SCHOOL ON TIME.

Portland Road registration is at 8.50 am.  
Holland Road registration is at 8.40am.

Children can feel unsettled and unprepared if they miss the start of the school day with the rest of their class and it is disruptive for everybody when children arrive once the lessons have begun.

Give your child the best start to each day by getting them to school on time.

Try to arrange dentist/doctor appointments outside of school time.

There is a legal requirement to ensure children attend school regularly and arrive on time.

## GOOD ATTENDANCE

Good attendance (95% or more) gives your child the best chance of success. If your child's attendance falls below 95% it becomes a concern to the school. Regular lateness and absences will be followed up with formal contact with home.

## ILLNESS

Children are ill on occasions and we readily accept that when this is the case being at home is the best place to be. As a school we want all our children to be in good health so they are able to learn happily and confidently when they are here. The traffic light system (see attached) is a really useful guide to help you to decide when to send your child into school and when to keep them at home.

To report your child's absence call the ABSENCE LINE (24hr answerphone) on the first day of absence by 10am.

**01273 295 487 Portland Road**

**01273 294 336 Holland Road**

To request an absence for any reason other than illness please contact the Headteacher, in advance, via letter (or email to [enquiries@whovejun.brighton-hove.sch.uk](mailto:enquiries@whovejun.brighton-hove.sch.uk)) stating the dates and reason for the absence. As a rule holidays in term time will not be authorised unless there are very exceptional circumstances. Requests for absence will be considered and responded to in writing.

ATTENDANCE AND ILLNESS—if your child is very unwell then the school readily accepts that home is the best place to be. This traffic light system is a useful guide to help you decide when to send your child to school and when to keep them at home. Please call the attendance line on 01273 295 487 to let the school know if you decide to keep your child at home.

**RED...STAY AT HOME**

**Raised temperature** (of over 37.5)

**Rashes** can be the first sign of many infectious illnesses such as chickenpox and measles. If your child has a rash, check with your GP before sending them to school.

**Vomiting and Diarrhoea.** Children with these conditions can only return to school 24 hours after their symptoms have stopped

**AMBER...TAKE ADVICE**

Headaches. A child with a minor headache does not usually need to be kept off school.

If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep your child at home and consult your GP.

**GREEN...COME TO SCHOOL**

Cough

Colds

Sore throat

Feeling tired

For minor coughs and colds your child can come in to school. If your child's condition worsens during the day we will of course contact you.