25th November 2021

Dear Parent/Carer,

Further to details in letters in September from our CEO and the school you will be aware that schools have returned to a more normal way of working, whilst still maintaining strict infection control measures. This meant that bubbles ceased to be, measures such as mask wearing were no longer mandatory and, as a result of the vaccination programme and robust testing, the Government introduced new rules on self-isolation for close contacts.

If any person has symptoms of Covid 19 or receives a positive Lateral Flow test, it is still a requirement for them to isolate and take a PCR test. Members of the household will not need to isolate if they are:

· Fully vaccinated adults

· Children under the age of 18 years and 6 months

· Clinical trial participants

· Medical exemptions.

During the summer term the school has been understanding and flexible regarding attendance, including term time absence for reallocated holidays previously booked out of term time. However, the clear message this term has been that school attendance procedures return to normal and this has been reiterated this week in a letter to schools from the Secretary of State for Education.

The details of attendance responsibilities for both school and parents/carers are included in our Information For Parents, which you receive when your child starts school, and our Policy is available on our website. The school has a duty to accurately record and share attendance data and work with families to ensure children regularly attend school to enable effective learning to take place.

However, I recognise that some families will not be as familiar with our procedures, due to the unprecedented events of the last year, so I would like to take the opportunity to remind you of these.

**Absence through illness**

I know that all parents and carers will want to work with the school to ensure that their child makes the best progress possible, both academically and socially. Regular attendance at school is an important part in this process. I hope the following information will assist you to ensure your child achieves good attendance.

* Parents/carers are requested to inform the school of their child’s absence **by 9.00 am** **on the morning of the first day** and on every subsequent day unless a specific time of absence is required**.**
* Evidence of illness will be required after 3 days absence. This can be evidence of medication, either prescribed or purchased, notification of medical advice being sought or test results.
* If your child has sickness or diarrhoea we request that they are kept away from school for 48 hours after the last time they are ill to prevent the spread of infection.
* Appointment letter, cards or text reminders should be presented for medical appointments. These can be obtained at the appointment and presented on your return if the appointment was made over the telephone.

The safety of our pupils is a high priority and any unexplained absences will always be followed up by school staff who will make strenuous efforts to ascertain a child's whereabouts for safeguarding reasons. All children arriving at or leaving school between 9am and 3.30pm must be brought to Reception by the accompanying adult and signed in or out.

**Absence for reasons other than Illness**

Airmyn Park Primary School has adopted the Absence From School in Exceptional Circumstances policy set by the Edukos Trust and a copy of the details is available from the school office. All absences from school during term time must be requested by completing the Absence from School In Exceptional Circumstances request form at least five working days before the first day of absence. There is no provision for the authorisation of family holidays during term time.

Once attendance drops below 95% school monitoring is triggered. Attendance that drops below 90% is recognised as a cause for concern and will be monitored by the school with the Education Welfare Service. Please contact the school if there are attendance issues so that we can work together to overcome any difficulties. This may be due to unexpected pressures at home or because of anxieties your child may have, for example.

Absences of 10 sessions (5 days) or more, unless authorised by the Head teacher, are referred to the Education Welfare Service, which may incur a penalty. These absences include:

* Term time holidays that have been requested and unauthorised
* Absences for illness which have not been evidenced
* Any other unauthorised absence such as a child not attending because another family member is unwell or because of transport issues.

**Late arrival**

Children are expected to be in attendance for registration at the set time for their class, which is currently 8.45am for Class 3 and 4 and 9.00am for Class 1 and 2. Children who arrive in school up to 10 minutes after registration will receive a late mark and children who attend more than 10 minutes after registration will receive an unauthorised absence mark. Please be aware that these are cumulative and persistent lateness will be queried and can be referred to the Education Welfare Service if 10 unauthorised absence marks are recorded.

Please be assured that school staff want to work with you to achieve the very best experience for you and your child and I hope this information will assist you to ensure your child has good attendance and the greatest opportunity to fulfil their potential.

**Extended Schools Club**

Our Breakfast and After School Club are open every day in term time to help working families and all children are welcome to attend.

* Breakfast Club runs from 7.30am-8.45am and costs £4.00, which includes a wide variety of cereals, toast, waffles, pancakes, fresh fruit and yoghurt, milk or juice.
* After School Club has two options: For £3 children can attend between 3.30pm-4.30pm. This comes without a snack, although children can have juice and a biscuit.
* The second option is from 3.30pm-6.00pm and costs £8.00 including a snack such as beans or spaghetti on toast, homemade pizza, chicken nuggets or sandwiches. Fresh fruit, yoghurts and drinks are always available.

Bookings can be made by contacting the school office, preferably by email, or completing a booking form. Ad-hoc places must be booked by 12 noon for After School Club and by 4.00pm for Breakfast Club.

If you have any queries or concerns at any time please do not hesitate to contact the school.

Yours sincerely,

Mrs H Whyley

Executive Head Teacher