



Attendance Guidance for Parents/Carers 2023-2024



Carisbrooke College
ASPIRE AND ACHIEVE

Attendance matters: Don't let your child miss out on the education they deserve!

Attendance

The Isle of Wight Education Federation expects the full support of parents/carers in maintaining the highest level of attendance for their child. It is a legal requirement that students maintain regular attendance. Attendance is regularly monitored by Tutors, Heads of Year, our Pastoral Team and the Attendance Officer. If a student is absent for any reason, this absence must be explained immediately, followed up with a note which is signed by the parent/carer.

Please make any non-emergency appointments outside of school hours.

Regular attendance at school means that your child can make the most of their education and improve their chances in adult life. School can also help your child's social skills, such as making and developing friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.

The link between attendance and attainment in school is clear. The more a student is in school the more they increase their opportunity to fulfil their potential.

Reward points are awarded on a termly basis to students who achieve good attendance, as part of our Rewards Scheme.

Holidays

Taking a holiday in term time is not supported by the school or the local authority and we work closely with the Education and Inclusion service to ensure good levels of attendance.

Parents/carers are strongly requested to avoid taking holidays in term time. If this is absolutely unavoidable, a 'request for leave of absence' form must be completed. The completed form should be received at least two weeks before the period for which you are seeking authorisation. The completed form, setting out your reasons, must be returned to the college, for the attention of the Head of School.

Reporting an Absence

If your child is unwell and unable to attend school, please telephone 01983 524651, select option 1, followed by the relevant year group option number, as early as you can.

Is my child too ill for school?

We understand that it can be tricky deciding whether to send your child to school or not when they are ill. The UK Health Security Agency states the following:

- It's fine to send your child to school or nursery with a minor cough or common cold if they are otherwise well and do not have a high temperature. But if your child has a fever, they should stay home from school or nursery until they feel better, and the fever has resolved.
- If they have diarrhoea and/or vomiting, they should stay home for at least 48 hours after the last episode.
- It is no longer recommended that children and young people are routinely tested for COVID-19 unless directed to by a health professional. But if your child has tested positive for COVID-19, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test. Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.
- If your child has the symptoms of measles and has not had both doses of the MMR vaccine, they should not attend school.

The NHS has a useful guide to help parents decide whether a child is well enough to go to school, based on their symptoms: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Feeling unwell during the day

Students should tell their teacher that they feel unwell. If the teacher feels that it is a medical emergency the student will be sent to the Year Office during lesson time. The Year Office staff will phone an appropriate contact if necessary. Please make sure all contact details are kept up to date and sent to your child's Year Office in writing. Please note, students should not phone home themselves or sign themselves out before contacting a member of Year Office staff; this could result in students being recorded as truanting. Students need to be collected from school by an appropriate adult.

Punctuality

Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. If a pupil is late but the register is still open, they are marked as late. If the register has already closed when a pupil arrives late and without a satisfactory explanation, it may be classed as an unauthorised absence. This may lead to legal action for not ensuring regular and punctual school attendance.

Punctuality is important. If, for example, a child arrives 15 minutes late at school each day, they lose almost two weeks of education a year.

Remember, punctuality improves productivity. Please support your child to get to school on time every day and make the most of the opportunities available to them.

ATTENDANCE MATTERS



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Isle of Wight
Education Federation

Carisbrooke College is an Isle of Wight Education
Federation learning community