



Dereham Church of England Junior Academy Headteacher: Mrs Kelly Scott Gilpins Ride, Littlefields, Dereham, Norfolk NR19 1BJ Tel: 01362 693876 Web: www.derehamjunior.dneat.org

With your cooperation, we are working really hard to make sure your child is in school as much as possible to enable them to enjoy a full and happy education. If a child misses even one day, they will have missed valuable information. When they return, your child will need to catch up which can be a worry for them. Children also miss the social aspect of school. Having time off means they miss time with their friends in the classroom and at break time and lunch time. This can sometimes leave the child feeling anxious to come in, left out and on their own. We want to avoid this as much as possible!



Often, children may wake up feeling a bit tired and groggy but, like us, once they are at school and busy they often start to feel better. We would advise that if you are unsure then send them to school. If they are too unwell to stay, we will contact you to collect them.

We would always advise you to seek medical advice for illnesses that have not improved after 3 days. If your child has been unwell and is receiving a course of antibiotics which requires them to have a dose whilst in school, we are happy to supervise your child having this medication. All you need to do is fill in the correct written permission form (available from the office).

Please be reminded it is government policy for schools to ask parents to complete leave of absence forms for doctor and dental appointments. Parents will need to provide evidence of these appointments. We can provide medical slips for the health care professional to stamp if you need these





We expect to see your child if they are feeling unwell with:

- Tired,
- Aches and pains,
- Temperature (not above 38°)
- Colds
- Headaches
- Toothache



Contact the school office for advice if you are unsure whether to send your child into school if they are feeling unwell or have a temperature. Staff will be able to reassure you of any worries you may have.



DO NOT send your child to school if they are unwell with: - Sickness - Diarrhoea - an Infectious disease - Chicken Pox

It is our policy that you make contact at the earliest convenience if your child is going to be absent. Please try and let us know by 8:50 if possible. This can be via a MyEd message, voicemail, phone call, email or coming to the main reception. If we are unable to make contact with you, we will pass the absence onto the safeguarding team who will take relevant action which could include a door knock. We monitor attendance weekly and identify those children who are regularly absent. Anyone whose attendance is less than 90%, is classed as being a 'persistent absentee' and it is these pupils we track. You may well be contacted if your child falls into this category.

If attendance does not improve after our first correspondence, you may be called in to attend a School Attendance Panel meeting. The purpose of these meetings is to explain our concerns regarding your child's absence and to work together in creating a plan to improve your child's attendance. These meetings are in no way a judgement.

The Local Authority operates a fixed penalty notice system for any pupil who meets the criteria for legal intervention. This can occur when at least 10 sessions (5 school days) is lost to **unauthorised** absence by within a period of 10 school weeks. One example of this is an unauthorised holiday. Any pupil at Dereham CofE Junior Academy who meets this criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £80 if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent, per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support on all matters of attendance. Our only aim is to help children attend school as much as they are able and receive good quality education.

Please do not hesitate to contact school if you have any questions.