

## When should your child stay off?

**There is no need to keep your child away from school if they have:**

Athletes foot, Cold sores, Slapped Cheek, Glandular Fever, Hepatitis B/C, MRSA, Threadworms, Tonsillitis, Cold, Cough, Ringworm, Warts, Headlice or Verrucae's, **Make sure you treat these conditions correctly and immediately.**

**Keep your child at home with the following guidelines**

Illness	Return to school
Sickness	48 hours after last sickness
Whooping Cough	5 days from start of
Flu	Antibiotics
Chicken Pox	Until recovered
German Measles	5 days from onset of rash
Scabies	7 days from onset of rash
Impetigo	After 1st treatment

## Longtown Primary School Day

8:40 am Doors Open  
8:50 am School starts and the gates are closed  
3:00 pm School finishes  
4:00pm After School clubs finish

### Term Dates

These can be found online at [www.longtownprimary.cumbria.sch.uk/parents/term-dates](http://www.longtownprimary.cumbria.sch.uk/parents/term-dates) or you can ask for a paper copy at the school office.

### Messages & ClassDojo

Please note only general messages can be shared via the ClassDojo messaging service **absence and safeguarding concerns must be reported via the school office on 01228 791203 or via parent mail.**

### Rewards

Children with 100% attendance each term will be awarded an attendance prize. They can choose a bronze prize each term or upgrade to a silver and gold award the following term.

**Longtown Primary School**

**Mary Street, Longtown  
Carlisle, CA6 5UG  
01228 791203**

[admin@longtownprimary.cumbria.sch.uk](mailto:admin@longtownprimary.cumbria.sch.uk)



## LPS Parent & Carer Attendance Information Leaflet



*Be the best you can be!*

**Respect. Responsibility. Resilience**

## Monitoring Attendance

365 DAYS IN EACH YEAR	175 NON SCHOOL DAYS		175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.			
	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence	
	190 SCHOOL DAYS IN EACH YEAR	180 DAYS OF EDUCATION	170 DAYS OF EDUCATION	161 DAYS OF EDUCATION	152 DAYS OF EDUCATION	143 DAYS OF EDUCATION
	190 days for your child's education					
	100%	95%	90%	85%	80%	75%
	GOOD Best chance of success. Gets your child off to a flying start.		WORRYING Less chance of success. Makes it harder to make progress.		SERIOUS CONCERN Not fair on your child.	

### Every School Day Counts!

We monitor children's attendance on an ongoing basis.

Letters are sent out to parents every half term. If your child's attendance falls below 95% in a half term period you will get an amber letter. If your child's attendance falls below 90% in a half term period you will get a red letter.

Attendance below 90% is classed as **Persistent Absenteeism** and will be followed up by the attendance officer or Headteacher and an action plan will be created.

If attendance continues to fall following intervention and support the Local Authority Inclusion Officer for Attendance will be notified and penalty notices may be issued.

## Reporting Absence

If your child is too ill to attend School, parents/carers should contact School as soon as possible by telephone on **01228 791203**, preferably before 8.45am.

Alternatively, you can leave a message on Parent Mail.

Please give your child's name and the reason for the absence. We ask that you contact us each day that your child is absent.

If school have not received a reason for absence, then the following procedure will be followed to safeguard our children:

1. A text will be sent to the first name on the contact list asking for a call to school to notify and confirm the reason for absence
2. If there is no response to the text, school will telephone the first name on the contact list.
3. If there is no response, school will ring numbers on the contact list, until a reply is received.
4. If school have had no response, a home visit will be made if possible, by either school staff or other agencies working with the family.

## Time out of School requests

Taking your child out of school during term time may harm your child's academic progress. Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances. Please complete a Leave of Absence Request Form which are available from the school office.

## Holidays During Term Time - What the law says

Due to changes in government legislation schools can now only authorise holidays during term time in exceptional circumstances. There is no longer an entitlement to 10 days holidays a year. Exceptional circumstances can only be agreed by the headteacher.

**You must fill in an official absence request form should you wish to withdraw your child/children from school during any time.**

## Penalty notice for unauthorised Absences

You could be issued with a penalty notice if your child is absent from school without permission. Penalty notices can be issued by

- Local authorities
- Headteachers
- The police

The penalty notice is £60 per child, per parent if paid within 21 days or £120 within 28 days. Failure to pay will lead to prosecution.