



# Attendance

Important information for Students,  
Parents and Carers - September 2020

**WORK  
HARD**

**BE  
KIND**

**ACHIEVE  
MORE**

## Introduction

At Longsands we believe it is vitally important for all students to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students to become responsible and resilient individuals which will serve them well in their future lives.

## COVID-19 Update

As you are aware the Department for Education announced that all schools will re-open for all pupils from the beginning of September 2020. In addition, the Government has made it clear that attendance will be mandatory for all students from the start of the new term.

These will be challenging times and Longsands recognises the need to support our young people's emotional wellbeing. Therefore, we will be providing interventions to support the students on their return to ensure they are successfully able to learn and thrive. Longsands advocates the early intervention approach whereby communication is the key to ensuring issues are dealt with timely to provide effective solutions. Therefore, if you or your child have any issues or concerns regarding their return to the Academy please contact your child's form tutor in the first instance. By working together, we will make the school a safe place for all our students, parents/carers, and staff.

### **Covid-19 Related Absence from school – a Quick Guide for Parents**

<b>What should I do if ....?</b>	<b>Action needed ...</b>
<p>My child is feeling ill with Covid-19 symptoms of:</p> <ul style="list-style-type: none"><li>• <b>a high temperature</b> – this means your child feels hot to touch on their chest or back</li><li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</li><li>• <b>a loss or change to your sense of smell or taste</b> – this means your child cannot smell or taste anything, or things smell or taste different to normal.</li></ul> <p>Most children with Covid-19 have at least one of these symptoms.</p>	<p><b>DO NOT SEND YOUR CHILD TO SCHOOL.</b></p> <p>The whole household must self-isolate. Your child will need to isolate for 10 days from the start of symptoms; the rest of the household should isolate for 14 days.</p> <p>You should book a test for your child using this link <a href="#">here</a>, or by phoning 119.</p> <p>Please note - <u>only</u> the person with symptoms should be tested and there is no need for others in the household to have a test, unless they also have any of the symptoms mentioned.</p> <p><b>Make sure you tell the school immediately about the result of the test.</b></p>

<p>My child is feeling ill with <b>other symptoms</b> such as a sore throat, runny nose or a headache.</p>	<p>You should act in the same way as you would have done before the pandemic. This may involve sending your child to school or keeping them at home, depending on the nature and severity of symptoms. Of course you should seek medical advice via your GP or NHS direct on 111 if you would normally do so.</p> <p>Please note – if your child has sickness or diarrhoea they should not return to school until 48 hours after the last bout of this, as is normal policy.</p>
<p>Someone in my household has Covid-19 symptoms</p>	<p><b>DO NOT SEND YOUR CHILD TO SCHOOL.</b></p> <p>The whole household must self-isolate and the person with symptoms should book a test using this link <a href="#">here</a>, or by phoning 119.</p>
<p>Someone in my household tests <b>positive</b> for Covid-19</p>	<p><b>DO NOT SEND YOUR CHILD TO SCHOOL.</b></p> <p>The whole household should isolate for 14 days. The person who has tested positive must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours.</p>
<p>Someone in my household with symptoms tests <b>negative</b> for Covid-19</p>	<p>Your child can return to school, assuming they are well, and no one in the household or support bubble has any further Covid-19 symptoms.</p>
<p>My child tests <b>positive</b> for Covid-19</p>	<p><b>DO NOT SEND YOUR CHILD TO SCHOOL.</b></p> <p>Your child must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours. The rest of the household should isolate for 14 days.</p>
<p>My child tests <b>negative</b> for Covid-19 (test done when the child had symptoms)</p>	<p>Your child can return to school, assuming they are well, and no one in the household or support bubble has any Covid-19 symptoms.</p>

## Reporting Absences

Considering the current health situation, should you need to report your child absent, there is important information that we require. Please ensure when reporting an absence, you clearly state the following:

- Student's name
- Student's tutor group
- Reason for absence, including a brief description of symptoms

If the absence is COVID-19 related:

- Ensure this is communicated to school as a matter of urgency
- Get a Covid test and provide details of the date this is taken
- Provide the outcome of the test

Attendance officer absence line 01480 223343

Email address: [absence@astrea-longsands.org](mailto:absence@astrea-longsands.org)

Text to 07860 095 966

*If we have not received any contact, we will attempt to contact you to verify your child's absence. You must contact the school on each day your child is absent unless we are aware the absence will be long term for example -Medical operation*

If your child needs to be absent from school for a planned reason such as a medical/dental appointment, family matter, day of religious observance etc:

- Please provide a note (addressed to the Attendance Officer) to explain the reason for the absence and stating the days that will be affected.
- Medical appointments during school time - whilst we recognise that this is sometimes unavoidable, we ask, wherever possible that routine appointments are made outside of school hours
- It is imperative that your child goes to their Student Support Officer to sign in/out to ensure we are made aware of their whereabouts for safeguarding and fire evacuation purposes



## Holidays in Term Time

The conditions under which leave of absence for term-time holidays or visits overseas may be granted are contained in the Education Regulations that came into effect from September 2013. This means that schools may only authorise leave of absence in exceptional circumstances.

A 'Leave of Absence Form' should be completed by parents/carers at least 4 weeks in advance of the absence period and sent to the Attendance Officer. Parents/Carers will then receive written confirmation authorising or unauthorising the period of absence

At Longsands we believe family holidays should not be taken during term time. Parents/Carers are reminded that they do not have any entitlement to term-time leave for their children. Should leave be taken after permission has been withheld, this will be recorded as unauthorised absence. This will appear in the school register and in your child's report. Any unauthorised leave of absence could result in a Penalty Notice fine being issued to anyone with day to day care responsibilities for the child.



# Attendance Matters

The more school you miss, the harder it is for you to make good progress.



Maximise YOUR potential...  
**ATTEND SCHOOL EVERY DAY**



## Standards

At Longsands, we:

- Expect every student to attend school for 100% of the time
- Expect students to arrive on time every day
- Will support parents/carers in their legal responsibility to ensure their child attends school regularly and punctually
- Believe family holidays should NOT be taken during term time. We are not obliged to authorise requests for holidays during term time.
- Expect parents/carers to contact us on the first day and each subsequent day of their child's absence



## Punctuality/Lateness

It is the responsibility of parents/carers to ensure that their child attends school on time.

Students should arrive at school (not before 8:30 am unless they are in Year 7 attending breakfast club from 8:15 am) ready for a prompt start at 8.45 am.

If students arrive late to Longsands, they should go to the Student Services area where their late arrival will be recorded. Lateness will be dealt with as an internal discipline matter and will result in an afterschool detention. Should the situation not be quickly resolved we will involve parent and carers in developing an improvement strategy.

Students are expected to be punctual to all lessons. Failure to do so risks interrupting learning and will be dealt with as an internal discipline matter.

Leaving and arriving at school during the school day:

- to be allowed to leave the site, students will need to produce a letter of authorisation from their parent/carer, this should be presented to their Student Support Officer where students will be signed out.
- Students in Years 7, 8, 9 must be collected by their parent/carer from the Kings Road entrance and all other students must be collected by their parent/carer from the main school reception for appointments
- Students arriving or returning to school, perhaps after a dental appointment must sign in with their Student Support Officer



## Addressing Poor Attendance

At Longsands we work diligently to help students attend well. We will communicate regularly with parents/carers and always provide support to overcome barriers to good attendance.

When attendance falls to unacceptable levels our Attendance Manager will contact parents/carers to discuss the reasons for poor attendance in more detail. Targets might be set for individual students and medical evidence (appointment cards/copies of prescriptions) will be requested to allow us to authorise any further absence. Any student whose attendance falls below 90% and fails to meet interim thresholds throughout the year is likely to become a Persistent Absentee (PA). Persistent Absentee students will be reviewed and monitored by the Attendance Manager and Local Authority Attendance Officers. Home visits and meetings with parents will be conducted. If after intervention there is no improvement in attendance the Local Authority will proceed with a Penalty Notice or Prosecution against Parents/Carers.

Communication with the school is vital to ensure we are aware of reasons for poor attendance and to be able to engage with the student and the Parents/Carers to provide any necessary support to improve attendance.

Attendance Manager line 01480 353535

Email: [Kelly.baker@astrea-longsands.org](mailto:Kelly.baker@astrea-longsands.org)

There is clear evidence that absence from school is linked to lower levels of attainment. The Department for Education's (DfE) analysis shows that every extra day missed was associated with lower attainment at age 11 and at age 16 (see table on following page). In other words, every extra day of school that is missed can affect a student's chance of gaining the GCSE results of which they are capable.



ATTENDANCE	NUMBER OF DAYS LOST	IMPACT ON YOUR EDUCATION	
100%	None!	Outstanding Attendance! Excellent work, well done	This gives you the best chance to achieve your potential as 78.7% of students with 100% attendance achieve 5+ 9-4 including English and Maths
>97%	Fewer than 6 days	Great Attendance. You are above the school attendance target, well done!	
95 – 96.9%	Fewer than 10 days	Students are likely to achieve their targets and will be well prepared as they move through school	Statistics show that 69.1% of students in this attendance bracket go on to achieve 5+ 9-4 grades including English and Maths
92 – 94.9%	Up to 15 days	If your attendance is in this category you will have had up to 3 weeks of absence.	According to statistics, only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
90 – 91.9%	Up to 19 days	You will have had up to 3 weeks and 4 days absent. Pupils in this category may fall behind and will be difficult for them to achieve their best	Attendance in this bracket is a major concern and should be addressed quickly. Only just over half (52.8%) of students in this attendance bracket go on to achieve 5+ 9 - 4 including English and Maths
<90%	More than 19 days	You will have had more than 3 weeks and 4 days of absence. This is very poor attendance and the Local Authority may become involved	Poor attendance – this is extremely worrying Of those students with below 90% attendance, only 35.6% are likely to achieve 5+ 9 - 4 including English and Maths

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.

If you have any questions relating to your child's attendance, please do not hesitate to contact the Attendance Manager; [Kelly.baker@astrea-longsands.org](mailto:Kelly.baker@astrea-longsands.org)

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Longsands Road  
St Neots  
Cambridgeshire  
PE19 1LQ

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