

We expect all children to come to school everyday unless they are too ill to attend.

Children can come to school with the majority of minor illnesses, including coughs, colds, and tummy aches.



What it's called	What it's like	Going to school	Getting treatment	More advice
Chicken Pox	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters	●	Pharmacy	Back to school 5 days after on-set of the rash
Common Cold	Runny nose, sneezing, sore throat	●	Pharmacy	Ensure good hand hygiene
Conjunctivitis	Teary, red, itchy, painful eye(s)	●	Pharmacy	Try not to touch eye to avoid spreading
Flu	Fever, cough, sneezing, runny nose, headache, body aches and pain, exhaustion, sore throat	●	Pharmacy	Ensure good hand hygiene
German measles	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards.	●	G.P.	Back to school 6 days from on-set of rash
Glandular fever	high temperature, sore throat; usually more painful than any before and swollen glands	●	G.P.	Child needs to be physically able to concentrate
Hand, foot & mouth disease	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)	●	G.P.	Only need to stay off if feeling too ill for school
Head lice	Itchy scalp (may be worse at night)	●	Pharmacy	
Impetigo	Clusters of red bumps or blisters surrounded by area of redness	●	G.P.	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose, and watery inflamed eyes. Small red spots with white or bluish white centres in the mouth, red, blotchy rash	●	G.P.	Back to school 4 days from on-set of rash
Ringworm	Red ring shaped rash, may be itchy rash may be dry and scaly or wet and crusty	●	G.P.	
Scabies	Intense itching, pimple-like rash. Itching and rash may be all over the body but commonly between the fingers, wrists, elbows, arm	●	G.P.	Back to school after first treatment
Shingles	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash	●	G.P.	Only stay off school if rash is weeping and cannot be covered
Sickness bug/diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea	●	Pharmacy	See GP if symptoms persist after 48 hours
Threadworms	Intense itchiness around anus	●	Pharmacy	Ensure good hand hygiene
Tonsillitis	Intense Sore throat	●	Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow

### Attendance Staff

<u>Mr B Wray</u> Deputy Headteacher (Attendance Champion)	<u>Mrs A Gridley</u> Assistant Headteacher - Primary Attendance
<u>Mrs S Hanson</u> Associate Assistant Headteacher - Secondary Attendance	<u>Mrs P Gordon</u> Attendance Manager
<u>Miss J Rowbotham</u> Attendance Administrator	<u>Mrs T Phipps Smith</u> EBSA Lead
<u>Miss S Wallhead</u> EBSA Caseworker	

**Phase Leaders & Year Teams**  
Early Years - Mrs C Logan  
Year 1, 2 and 3 - Mrs K Dawson  
Year 4 - Mrs A Gridley  
Year 5 and 6 - Mrs B Saville  
Year 7 - Mrs S Kraatz, Miss L Reddington  
Year 8 - Miss J Worrell, Mrs C Philips  
Year 9 - Mrs K Hart, Mr B Whalley  
Year 10 - Mrs O Willson, Mr T Jelley  
Year 11 - Mr J Lawson-Smyth, Miss K Goldsby  
Sixth Form - Mrs R Clark, Mr A Eyre

### Academy Timings

	Nursery and Pre- Reception	Primary	Secondary incl. Sixth Form
<b>Start Time</b>	8:50	8:45	8:40
<b>End Time</b>	15:00	15:15	15:10



# Attendance Matters

A guide to good attendance at our Academy



The Priory Witham Academy  
 De Wint Avenue  
 Lincoln  
 LN6 7DT  
 Tel 01522 882900  
[www.priorywitham.co.uk](http://www.priorywitham.co.uk)

## What is good attendance?

The Priory Witham Academy is committed to reducing high levels of school absence. We expect every pupil to maintain an attendance level of 100% unless there are authorised reasons that occur.

The Department of Education class persistent absence percentage from 10% and below. So any child whose attendance is lower than 90%, at any point in the year will be classed as being persistently absent.

## The Law

*“It is the legal responsibility of every parent to make sure their child receives an education. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school”*

## What is unauthorised absence?

### Absence is **not** allowed for:

- Holidays
- Forgetting school term dates
- Oversleeping
- A family member, including siblings, being ill

The Priory Witham Academy does not authorise leave of absences unless there are exceptional circumstances, irrespective of the child's overall attendance.

Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made, school will request a penalty notice to be issued by the Local Authority. The £60 penalty notice will be issued to each parent of the individual child.

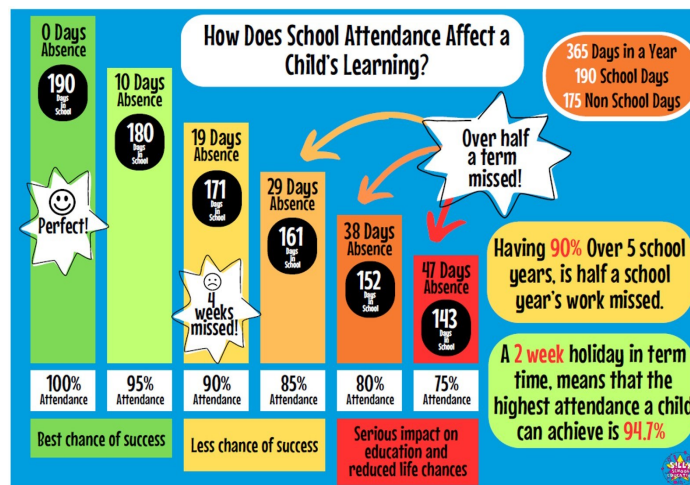
## Our Attendance Policy

We are committed to meeting our obligation with regards to school attendance through our culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend.

## Why does attendance matter?

Attending school on a regular basis is the key to your child doing well at school and will set them up with good habits for later in life and the working world. The Priory Witham Academy offers your child many exciting opportunities and experiences to enhance their learning – if children miss a day, they miss out! There is a significant impact on learning for each day school is missed or pupils are late.



## If your child is absent from school you must notify us

### How to Report an Absence:

1. Visit our school website or SIMS Parent App.
2. Navigate to the Absentee Reporting link.
3. Fill out the online form with the following details:
  - Child's Name
  - Form or Class
  - Reason for Absence
  - Parent Contact Details

### Important Information:

- Absence reports must be submitted no later than 9:15 am on the day of the absence.
- We will no longer accept absence reports via email or phone.
- Any absence reported after 9:15 am may receive an automatic email requesting further information on the reason for the absence.

If your child has an appointment, they must still attend school before or after the appointment, they should not miss a whole school day. Please try and make these outside of the school day.

All children's attendance will be monitored weekly. The academy will celebrate attendance successes in various ways depending on your child's year group. The academy can offer support to all families should it be required. Please continue to contact the academy if you have any concerns regarding attendance.

**Remember, we will support you in any way we can to help your child to attend school every day and on time.**

**Thank you for your ongoing support.**