

Dear Parents

Attendance and Punctuality

Now that your child has settled into the new school year, I would like to take the opportunity to remind you of the school guidelines around attendance and punctuality.

Regular attendance is extremely important for your child's wellbeing and progress. We realise that children are sometimes unwell and need to stay at home, but we would like to encourage you to ensure that your children come to school every day.

Please Attendance Policy

These guidelines are particularly important as we work hard to keep all our families and staff safe in the light of the Covid 19 situation.

Sometimes it can be difficult to make a judgement on whether your child should come to school. Below are some general guidelines:

- To help prevent the spread of Covid 19 symptoms if your child has a temperature of over 37.5, a new persistent cough or loss of taste or smell, you should get them PCR tested for Covid 19. If the result is negative they may return to school once they are well – please remember to email the school office with the result from NHS. If the test is positive they must stay at home for a minimum of 10 days or as directed by Track and Trace.
- If your child has a cold, but not a temperature, and are well in themselves, they can come to school.
- If your child has had sickness or/and diarrhoea, please keep them at home for **48 hours following the last bout**. This is very important to prevent infections from spreading.
- Children who have had chicken pox can return to school as soon as the spots have dried up.

In the main school, National guidelines are that all children should aim for 97% attendance.

If your child's attendance falls below 95%, we will be writing to let you know. If their attendance is significantly lower, we will contact you to arrange a meeting. If there

are any factors affecting your child's attendance, please let us know as soon as possible.

Reporting absence

If your child is absent from school for any reason, we ask that you contact the school office before 9.00 a.m. on the **first day** of absence. You can do this:

By telephone – 0208 942 1586 – Option 1

By email – nrathod2@burlingtoni.org.uk

Through the website – www.burlingtoni.kingston.sch.uk

You do not need to contact us every day, but if your child is still absent after two days, please contact us again on the third day to let us know how they are.

Absence for other reasons

If you wish to apply for school absence for religious reasons, or for exceptional circumstances, please email the school office, giving one month's notice. **Please note that absence for holidays in term time is never authorised.** Parents are reminded that any absences resulting from having to quarantine following trips abroad will not be authorised.

Unexplained absence letters

If your child has been absent from school without explanation, you will receive a letter asking you to complete and return a reply slip letting us know why your child was away. If no reason is given, the absence will be unauthorised and this presents as a concern.

Lateness

Please could we ask that you arrive on time for school. **After the October half-term break, the times for drop off and pick up will be as follows:**

- **Morning drop off – 8.50 – 9.00 am** – if you arrive after this time you will need to bring your child to the school office.
- **Afternoon pick up – 3.20 pm** - if you are going to be late collecting your child from school at the end of the session for some reason, please contact the school office to let us know as soon as possible. Children can become very anxious if they are left behind, and it is important that we can reassure them that you are on your way.

Please follow this link to our website to see our Attendance Policy.

<https://www.burlingtoni.kingston.sch.uk/ckfinder/userfiles/files/Attendance%20Policy%20Jan%202020%20-%20amended%20for%20website.pdf>

Kind regards

Elaine Walker
Attendance Administrator