



Attendance

Castleton C of E Primary School's staff and governors are united in their belief that regular school attendance enables children to maximise the educational opportunities available to them. Excellent attendance helps children to become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community; utilising their God-given talents.

Castleton CofE Primary School values all children. We work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right services, at the right time, to resolve difficulties. We monitor attendance weekly and use attendance data to identify any patterns of concern, whilst also celebrating success.

Attendance concerns will be raised with parents (when reasons are not known by the school. This information may also be shared with the LEA. Where we have concerns, or there is a lack of engagement from families to improve attendance, we will follow the school's graduated approach to improving attendance.

Castleton CofE Primary School's staged approach is child-centred and prioritises support and developing strong working relationships with families. We will use the Early Help process to provide support prior to escalation and consider how we can work with families to enable children to access their right to education.

Attendance figures for each child will be reported to parents termly: as part of the Parents' Consultations and pupils' Annual Reports. Every half term, we will also report on the overall attendance figure, as well as the figures for specific groups, to the Governing Body. These figures will be closely monitored for support.

Should I keep my child off school?

Yes, until ...

- Chicken Pox (Until all blisters have crusted over).
- Vomiting and Diarrhoea (Return 48 hours from the last episode).
- Flu-like temperature (Until they no longer have a high temperature).
- Impetigo (Until their sores have crusted and healed or 48 hours after they started antibiotics).
- Measles (4 days after the rash first appeared).
- Mumps (5 days after swelling started).
- Scabies (Until they've had their first treatment).
- Scarlet Fever (24 hours after they start taking antibiotics).
- Whooping Cough (48 hours after they started taking antibiotics)

No, but inform your child class teacher of ...

- Cough
- Sore throat (keep off school if accompanied by a high temperature)
- Earache
- Head lice
- Hand, foot and mouth
- Threadworms
- Glandular Fever
- Slapped Cheek
- Tonsillitis
- Conjunctivitis
- Cold sores

A Staged Approach

At Castleton C of E Primary School, we implement a staged approach to promote excellent attendance for every pupil.

Our staged approach is underpinned by six principles:

1. **Expect:** a culture where all children can, and want, to be in school.
2. **Monitor:** analyse attendance data weekly to identify patterns of poor attendance or areas of concern.
3. **Listen and Understand:** working alongside parents to understand their barriers to attendance; work together to remove them.
4. **Facilitate Support:** empower parents by supporting them to access external support to overcome barriers outside of school.
5. **Formalise Support:** this could include formalising support through a Parenting Contract or Education Supervision Order.
6. **Enforce:** statutory intervention or prosecution to protect the child's right to an education. This stage will only be implemented when all previous stages of the approach have been exhausted and there is no other option.

Leave of Absence Requests

If, due to **exceptional circumstances**, you would like your child to be absent from school during term time, then you must apply for this in advance. You should use the **Leave of Absence Application Form**, which is available below. Please fill in this form and hand it to the School Office.

If you do not request a leave of absence in advance, your child's absence will be recorded as unauthorised and you may be liable for a penalty notice or fine.