

Attendance Every Day Counts

Good attendance and punctuality are something we encourage at Our Lady of Lourdes Primary School, because this introduces the beginning of a lifelong habit ensuring that children grow up with the correct attitude in their future lives, both at school and in their work. We monitor our children's attendance closely. Our attendance officer (Mrs Emma Blainey) is always available to support you if the need arises.

In these colder months when coughs and colds are rife, we wanted to clarify the school's approach to COVID-19.

In line with NHS guidance, we recommend that children stay home from school if they have a high temperature or feel too unwell to carry out their normal routine. Once they are better, they should return to school. If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can come to school. Further information can be found [here](#)

Children are no longer required to do a COVID-19 rapid lateral flow test if they have symptoms.

However, if a child has a positive COVID-19 test result, NHS guidance suggests they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower.

Holidays in Term Time

Any absence from school can be very disruptive to a child's education, and they may miss out on work which they find impossible to catch up on.

A two-week holiday in term time every year your child is in school is equivalent to your child missing 14 weeks of schooling - an entire term!

If you still wish to take your child out of school during term time please complete a 'leave of absence' form and return it to the school office at least one month before the dates requested. Only under exceptional circumstances will the leave be authorised by Mrs Sally Nutman and this is completely at her discretion.

You may be issued with a penalty notice if your child misses too much school. Please see the 'Penalty Notices to Address Poor Attendance at School - Advice to Parents and Carers' information leaflet for more details.

[SBC publication template - Word \(southend.gov.uk\)](#)

Additional Information

Parents/Carers must complete a leave of absence form at least one month before any leave is required. Supporting evidence must be attached to this form, identifying the exceptional nature of the leave.

Schools are now required to inform the Child and Family Early Intervention Team Leader about parents/carers taking unauthorised leave of absence, who may decide whether to issue a penalty notice.

Penalty notices can be issued if:

There have been 10 sessions (5 consecutive days) or more of unauthorised absence due to leave taken during the academic year.

AND

Attendance is below 90% during the preceding 12 weeks before leave was taken.

OR

The leave was taken during the month of September.

OR

The leave was taken during a test week.