

## **Attendance Protocol**

Educational Studies have shown that frequent absence from school can have a serious negative impact on your child's education. For every 10% loss of education, there is a risk that your child's achievement may fall by a whole grade. Low attendance is the biggest factor in underachievement.

**If your child's attendance is at 90% or below, they will be considered a Persistent Absentee by the Government.**

### **Absence due to illness**

When your child is unwell, it is important that you let us know on the morning of each day's absence. You can do this by leaving a message on the Attendance Office number (01795 413 920), emailing [attendance@westlands.kent.sch.uk](mailto:attendance@westlands.kent.sch.uk), message Attendance using the Edulink App or School Comms.

Please note that we will now only authorise **5 days of illness per academic year**. Any further absences due to illness will only be authorised once medical documentation is provided. For example, a GP appointment card/letter/text or prescribed medicine labels.

We understand the difficulty of obtaining same-day GP appointments, however there are a number of Walk-in clinics in the area who will provide confirmation of emergency appointment attendance.

In regards to symptoms like headaches, where possible we would advise your child taking suitable medication in the morning and then coming into school to see how they get on through the day or indeed taking medication first thing, waiting for symptoms to subside & then coming into school once they are feeling better. We are unwilling to authorise a whole day's absence due to a 'Headache' or feeling 'generally unwell'.

This Academic year alone **8,557 days** have been lost due to sickness!

### **Appointments during School Time**

Appointments during the school can be very disruptive to your child's learning.

Where possible we do ask that all medical appointments are made outside of school hours. For unavoidable appointments to be authorised, we must see an appointment card/letter/text. Please contact the Attendance Office using the above communication methods to notify us of the appointment prior to it taking place, providing the medical documentation required.

Your child will need to have either a note from yourself or the appointment document on them to show their teacher in order for them to be excused from lesson. They will then need to sign out at the Attendance Office to receive an Exit Pass and they will be directed down to Front Reception for collection. When returning to school, your child will need to Sign in at the Attendance Office so that we know that they are back on site.

This Academic year alone **965.5 days** have been lost due to medical appointments!

**If a pupil's attendance drops below 96% it is brought to the attention of the SEAAS Attendance Advisor who supports attendance at Westlands School. They will liaise with your child's Community and yourselves in order to encourage good attendance.**