

What should I do if my child is ill and cannot attend school?

We require parents/carers to contact our Attendance Officer before 9.00am to notify us of their child's absence.

You can leave a message on the school Absence line on **01752 402679**

When leaving a message please state:

- Your name
- Your child's name
- Their Tutor Group
- A reason for their absence
- Their expected return date

Alternatively, you can notify us of your child's absence via the MyEd app.

If your child experiences a prolonged absence, a note from his/her doctor may be required by the school.

What happens if my child is late to school?

Punctuality is an important part of self-discipline and is essential to good time management.

Students should make sure that they are in school no later than **8:40am** each morning

If a student arrives at school after 8:45am, but before 9:00am they should report to their Tutor. They will be marked late in the register.

If they arrive at school after 9:00am they must sign in at the Attendance Office.

If you are aware that your child will be late for school, please contact the Attendance Officer on 01752 402679

To view the school's sanctions for punctuality please click [HERE](#)

What absences are authorised?

- Illness
- Medical/Dental Appointments- Although you should try to book these out of school hours if possible
- Religious Observance
- Traveller Absence
- Offsite Educational Activities- approval at the school's discretion
- Forces Absence- Seeing a Parent who has returned from service
- Leave of absence authorised by the Head Teacher (e.g. bereavement)

Can I take my child out of school for any other reason?

No, it is not in your child's best interests to miss school. Recent studies show that missing only 17 days of school can lead to a drop in one whole GCSE grade. Days off school add up to lost learning.

Plymstock School does not support holidays taken during term time. Holidays during term time are not a universal entitlement. They are only granted at the discretion of the Head Teacher and only in exceptional circumstances. In most cases this decision is designated to the Head of Year.

Parents who take their child out of school for a holiday without authorisation could receive a Penalty Notice by the Local Authority.

Parents should complete an Absence Request Form and return this to the school at the earliest opportunity. An Absence Request Form can be found [HERE](#)

I need to book my child a medical appointment, what should I do?

Wherever possible, we ask that all medical appointments are made after school or during the school holidays. However, where this is not possible please notify our Attendance Officer via the absence line or MyED app of the date and time of the appointment as soon as possible.

We ask that you consider your child's loss of learning and only keep them off school for the duration of the appointment.

Please ensure that your child brings evidence of their appointment to the Attendance Office.

How can I support my child to attend school regularly and on time?

- Ensure that they pack their bag the night before.
- Prepare uniform the night before
- Set an alarm to allow plenty of time to get ready and have breakfast
- Check they have everything that they need for the day: PE Kit, pencil case, a book, bus pass etc
- Children between 11-16 need 8/9 hours sleep a night. Don't let them take their phone to bed. Agree on a time for technology to be switched off.
- Ensure homework is completed on time to avoid undue anxiety.
- Do not condone absences for minor illness such as colds and sore throats.
- Do not take holidays in term time

How long should my child stay at home with an illness?

The NHS gives the following advice on how long children should stay off school if they are unwell

Coronavirus (symptoms or a positive test)	10 days from the day after symptoms started or the day after a positive test. If they still feel unwell after 10 days, continue to keep them at home, but if they have a cough or have lost their sense of taste or smell but feel otherwise well, you can send them to school as these symptoms may take some time to go.
Vomiting and Diarrhoea	48 hours after the symptoms have stopped
Chickenpox	When all the spots have crusted over- usually 5 days after they first appeared
Impetigo	48 hours after starting prescription medication, or when the patches have crusted over
Scarlet Fever	24 hours after starting antibiotics, or 2 weeks after symptoms started (if not taking medication)
Hand Foot and Mouth	As long as your child is feeling unwell – there's no need to wait until the blisters heal
Measles	At least 4 days after the rash develops
Scabies	24 hours after the first treatment
Shingles	When the last blister has scabbed-usually 10-14 days after they first appear
Flu	5 days

There's no need for your child to stay off school with the following conditions, unless they are feeling unwell:

- Head lice
- Threadworms
- Verruca's (although these need to be covered with a plaster during PE)
- Coughs and Cold
- Ringworm

What will happen if my child doesn't attend school regularly?

Attendance is monitored on a daily basis by our Attendance Officer and any concerns will be raised by the Head of Year in the first instance.

Plymstock School operates a 3 stage Attendance Escalation System. We hold weekly attendance clinics between the Head of Year, Education Welfare Officer and Attendance Officer to look at all pupils with an attendance of 96% and below.

If we have ongoing concerns about a pupil's attendance or welfare, we will inform our Education Welfare Officer. Education Welfare Officers are part of Plymouth City Council and they help us to ensure that all children are receiving a suitable education. They also have the power to instigate Penalty Notices for unauthorised time off.

If you suspect your child may be missing school without your knowledge, is unhappy at school or if you've any concerns you should contact their Head of Year as soon as possible.

Further information can be found at <https://www.plymouth.gov.uk>

Why doesn't my child want to come to school?

Often a problem at school or at home can lead to a child being reluctant to go to school or completely refusing to go.

If you suspect that your child is unhappy at school talk to them about it; listen to their explanation. Pursuing the reasons for school refusal is always important.

There are many reasons for school anxiety and refusal. The longer your child avoids school the worse their anxiety will become.

Keep an eye out for patterns. Do they always want to stay at home for a particular lesson? Do they have a test?

Don't forget, we are always happy to discuss any concerns so please do not hesitate to contact us on 01752 402679.

There are many resources online to help you support your child with their mental health, such as

www.youngminds.org.uk

www.nspcc.org.uk

For further information, please refer to our Attendance Policy