#Confidence #Kindness #Honesty #Courage

Headteacher
Miss N Fowles
Deputy Headteacher
Miss C Budd

COLESHILL HEATH SCHOOL
EVERY CHILD, EVERY DAY

E-mail: office@chs.solihull.sch.uk
Tel: 0121 779 8070

Coleshill Heath School
Lime Grove
Chelmsley Wood
Birmingham
B37 7PY

Dear Parent/Carer

At Coleshill Heath School we place an emphasis on the importance of regular and punctual school attendance. We believe through good attendance at school children will achieve higher attainment, have better opportunities and establish good habits that will support them throughout their lives.

Absence from School		
Academic year	**Attendance %**	**Means**
EXCELLENT	**98% +**	1-3 DAYs OFF
GOOD	**97% -95%**	8-10 DAYS OFF
NEEDS IMPROVEMENT	**94% -91%**	15-19 DAYS OFF
CONCERNS	**BELOW 90%**	**MORE THAN 20 DAYS OFF**
SERIOUS CONCERNS	**BELOW 80%**	**MORE THAN 38 DAYS OFF**

We understand that there may be unavoidable circumstances on occasions when your child is absent from school, and we would like to take this opportunity to remind you of the school absence procedures.

Illness:

Occasionally, your child may wake up on a school day and say that they feel unwell. Parents will assess and decide if they think their child is well enough to attend school or needs to be kept at home. If your child has no temperature but has minor ailments such as a, headache or earache then (as with adults) medical advice is to give them paracetamol (Calpol, etc) and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc. If you aren't sure if your child's illness is classed as infectious and they need to be kept of school and for how long, then contact the school office who will offer advice and information.

If you decide your child is unable to attend school due to illness the following procedure applies:

- If a child is absent from school parents should contact the school on the 1st day of absence by **9.15am** to inform the school of the reason for absence.
- Parents are expected to maintain contact with the school throughout the absence.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. Further evidence of a child's illness may be requested if their attendance is an ongoing concern.

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Medical and Dental Appointments:

- Where possible such appointments should be booked outside of school hours
- When a pupil has a medical or dental appointment this should be confirmed with an appointment card or letter.
- Pupils are expected to attend school prior to the appointment and return to school after the appointment. Any absence outside of the appointment/travel time will be unauthorised.

Unexplained absences:

Unexplained absences from school give serious cause for concern as the school is unable to confirm the whereabouts and safety of a child.

- At 9.30am the school registers are checked for any absences where there has been no contact by parents or reason given.
- School staff will attempt to make contact with parents to ascertain a reason for the child's absence from school.
- where we are unable to ascertain a reason for absence it may be necessary to contact other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and contact the police to undertake a safe and well check.
- It is your responsibility to provide a reason for your child's absence from school. If a reason is not provided, it will be marked in the register as an unauthorised absence.
- **School is required to have more than one emergency contact for each pupil.**
- **Please ensure the school has up-to-date addresses and telephone numbers**

Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

- To access the most of the school day we ask parents to ensure that their children are in school for 8.50am (in the line for 10 to 9). ***The formal school day starts at 8.50am for Year 1 – Year 6, Nursery and Reception start times vary. Please speak to the class teacher for any clarity.***
- Children arriving after 8.55am will be late for school and must report to the school office.
- Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).
- School registration will close at 9.15am.

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Parents can support regular school attendance by:

- **Making sure their child leaves for school early enough to arrive at school on time.**
- **Supporting and encouraging their child by attending parents' evenings and other events.**
- **Contacting the school to discuss any concerns regarding their child's attendance.**
- **Working in partnership with the school to resolve any issues that are impacting on their child's attendance.**
- **Making any medical appointments outside of school hours whenever possible.**
- **Not taking children out of school for holidays in term time or for other unnecessary reasons.**

We thank you for your support and cooperation in helping us to continue to secure and raise school attendance for all our pupils.

If you would like more information regarding the schools approach to securing good school attendance please see the school website for the attendance policy and procedures.

If you would like to discuss any of the issues raised in this letter please contact Miss Moore (Family, Welfare and Safeguarding Lead) on 0121 779 8070.

Yours Sincerely

nfowles

Miss Fowles
Headteacher

TEACHER DEVELOPMENT TRUST
Healthy Schools Solihull
LPPA Leading Parent Partnership Award 2017–2020
Eco-Schools SILVER
BIRMINGHAM CITY University
SCHOOL GAMES SILVER