

Attendance

Attendance Matters, Every Day Counts

Wyvern College is committed to the continuous raising of achievement for all students. Regular attendance is vital if our students are to make good progress, achieve their academic potential and benefit from the many opportunities on offer at Wyvern.

If a student's attendance falls below 95% this is considered a cause for concern. Whilst some absence from school is unavoidable, it is vital that all students strive to be in school every day. Parental support in achieving this is absolutely crucial. Department for Education statistics show that of students who miss between 10% and 20% of school, only 35% manage to go on to achieve five good GCSEs. This compares to 73% of pupils with over 95% attendance. Furthermore, attendance records are included within any reference written by the school and therefore poor attendance can have further damaging, longer-term consequences. Below is a table showing how % attendance translates into a number of weeks off school in one academic year and over a 5-year period.

You can access your child's attendance via the SIMS Parent App.

Attendance	Absence in one school year	Absence over 5 years
95%	2 Weeks	48 days of absence
90%	4 Weeks	Half a school year
85%	6 Weeks	138 days of absence
80%	8 Weeks	One entire school year
75%	10 Weeks	238 days of absence

When a student's attendance falls below 94% the following monitoring actions will ensue:

- Broken Weeks letter notifying parent where a student does not complete continuous full weeks at school;

Or

- Stage 1 – Letter home notifying parent that their child's attendance has dropped below 94% and is a concern;
- Stage 2 – Formal letter from school expressing our continued concern that a student's attendance has not improved;
- Stage 3 – Formal letter requiring that a parent provides medical evidence to support absence related to illness and advising that absences will be unauthorised unless evidence is provided;
- Stage 4 – Penalty Notice Warning issued;
- Stage 4a - Formal letter sent to parent to advise that a Legal Team referral will be made if attendance does not improve;
- Stage 5 – Formal letter to parent advising that a referral has been made to the Attendance Legal Panel or Fixed Penalty Notice issued.

At every stage it is imperative that parents ensure that there are good lines of communication with the College. Wyvern will endeavour to support, advise and provide strategies for parents who are willing to engage with us.

Punctuality

It is equally important that students are on time and arrive at College ready to enter their Tutor room at 8.25am. Similar to attendance, we will carefully monitor student lateness and notify parents of any concerns.

Illness/Absence

Please report any absence before 8:15 a.m.

We ask that you use the Edulink app to notify us of absence. You need to sign into Edulink and select the 'bell' icon. Select the start/end dates/times when prompted and insert the reason for absence, then press 'send'. You will then see a green tick which indicates your message has successfully sent. You can send your message any time, but please send before 8.15. a.m.

If you are unable to contact us via Edulink please contact us by 8.15 a.m. on 02380 692679 option 1, or x 255 or welfare@wyvern.hants.sch.uk leaving your son/daughter's name, tutor group, reason for absence and expected date of return. You only need to send in a note if you **have been unable to contact us by phone/email/Edulink**. Notes should be taken to the Welfare Office.

We ask that parents contact us every day that their child is unwell, unless you have informed the College that your child "will be off for X number of days returning on the...." From a safeguarding perspective, Wyvern College cannot assume that your child is still unwell if they are not present in College the day after an illness.

To monitor absence, we use a system called 'SIMS InTouch'. If your child does not arrive in registration and we have no reason for absence, a text will automatically be sent to the details we hold on our system. you will receive the following Truancy Call email "*First name > has been absent on the following > date. Please respond by specifying the reason for absence*".

You should respond to this text immediately so that the information can be 'written back' into our system. In the event of us not receiving a response, further texts may be sent, or we may phone you for a reason for absence.

If your child is going to be late because of an appointment, please also report this before 8:15am. Please provide a note in the log book (unless a phone call has been made or you have responded to our message). If your child arrives after morning registration, they must always sign in at Student Services or the Welfare Office upon arrival.

Medical, Dental and Optician appointments

Whenever possible, please make all medical appointments outside College hours. If an appointment is made during the College day, your child should come to College first and return after their appointment. Please ensure that we have evidence of any appointments i.e., an appointment card, letter or note in the log book signed by a parent.

Please be aware that appointments or illness of a student should not affect the education of their siblings. If a student has an appointment (particularly at the beginning or end of the College day) arrangements should be made to ensure that siblings are dropped off or collected from school at the normal time.

Long term illness

Please talk to us if your child has a chronic or long-term illness as there are a number of ways your child can maintain some education. It is imperative that, if there are long term illnesses, that you communicate with the College about these. We can ensure there is appropriate support in place. You will also be expected to provide medical evidence for an absence of seven days or more.

Holidays

The Headteacher has the discretion to grant term time absence only in exceptional circumstances. Under DFE guidance, family holidays would not meet the criteria of exceptional circumstances and would be unauthorised. Any such absences could result in the issuing of a £60 fixed Penalty Notice to each parent for each child absent.

For any request for leave of absence during term-time, we ask that parents complete a 'request for leave of absence' form and submit this in advance of the absence.

[Leave-of-absence-form-updated-01.07.20.pdf \(wyverncollege.org.uk\)](#)

Below is a link outlining our expectations regarding attendance:

[Attendance guidance for parents/carers | Hampshire County Council \(hants.gov.uk\)](#)

Health Information for Parents

Should my child stay home from school?

Sometimes parents are unsure if their child should be in College. General medical advice is that if your child has no temperature but has a cough, cold, headache, earache or similar ailment then as with adults, give them paracetamol and send them to College. If your child's condition worsens or if we believe it is contagious, we will contact you.

The following information has been taken from the NHS website. If you are not sure whether to send your child into school or not, please contact our Welfare Office for advice welfare@wyvern.hants.sch.uk or 023 80 692679 x 255.

Please also remember that any medication brought into school should include the child's name, dosage and date on an official label. Please also remember to make sure any medication we store at Wyvern is in date, and don't forget to collect/return medication during the holidays if necessary. Thank you.

Please see detailed information herewith regarding health information.

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

Wyvern's expectation is that student attendance should be in excess of 95%

Type of Illness	NHS recommended period to be kept away from school	NHS further advice and comments
Chicken Pox	5 Days	Kept away for recommended period from onset of rash
Cold Sores	None	Avoid contact with the sores
Conjunctivitis	None	https://www.nhs.uk/conditions/conjunctivitis
Cough and cold	None	https://www.nhs.uk/conditions/common-cold/ https://www.nhs.uk/conditions/cough/
Diarrhoea or Vomiting (repeated)	48 hours since last episode	This may vary in each case, please contact school for further advice
Ear infection	If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away	https://www.nhs.uk/conditions/ear-infections/
Fever (high)	24 Hours	https://www.nhs.uk/conditions/fever-in-children/
Flu	Until recovered	https://www.nhs.uk/conditions/flu/
Hand, Foot and Mouth	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off	Encourage your child to throw away any used tissues straight away and to wash their hands regularly Hand, foot and mouth disease - NHS (www.nhs.uk)
Headache	None	If headache is severe and accompanied by other symptoms consult your GP
Head lice	None	Recommended use of proprietary hair conditioner. Please notify the school https://www.nhs.uk/conditions/head-lice-and-nits/
Impetigo	Until lesions are crusted and healed or 48 hours after starting antibiotics	Antibiotics can speed the healing process and reduce the infectious period
Mumps	5 days from onset of swelling	Mumps in teenage children can cause other serious medical complications https://www.nhs.uk/conditions/mumps/
Whooping Cough	5 days from start of antibiotics	After treatment non-infectious coughing may continue for many weeks
Shingles	None	Absence only required if rash is weeping and unable to be covered https://www.nhs.uk/conditions/shingles/
Sore throat	You can still send your child to school if they have a sore throat	But if they also have a fever, they should stay at home until it goes away
Tonsillitis	None	There are many causes, most are due to viruses and do not need antibiotics
Warts and Verrucae	None	Verrucae should be covered in swimming pools, changing rooms and for gymnastics

What parents can do to ensure good attendance at school

Parental support will have a key influence on a child's attendance and parents can do much to encourage their child to attend. Good school attendance habits are best started early. Children learn from those around them and you as parents set the standards and expectations for your child. Showing your child the importance of attending Wyvern every day, not only helps your child to settle quickly when starting at Wyvern, but helps them to keep and maintain friendships and enjoy the many opportunities on offer at Wyvern.

If you have any concerns about your child's attendance, please contact their Tutor or Pastoral Leader as soon as possible. This will enable us to work together to support your child and help them return swiftly.