

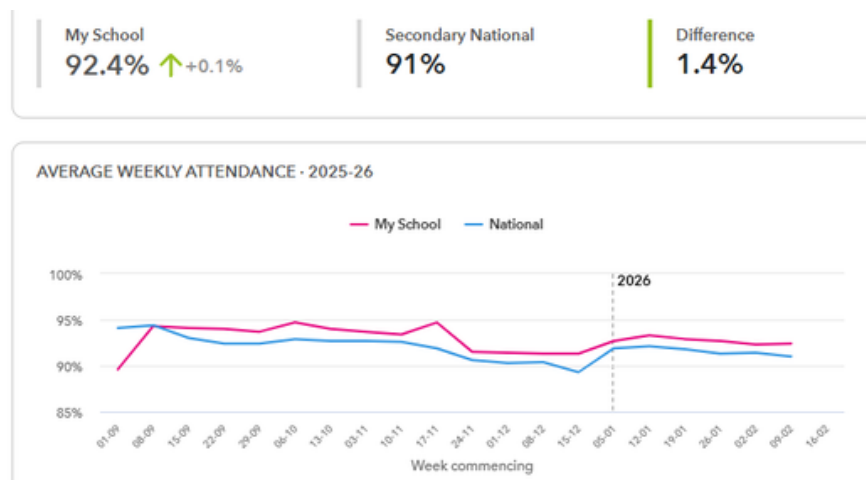
NEWSLETTER

Welcome to the Spring edition of our school newsletter! We hope everyone has enjoyed the half-term break and have returned to school feeling more refreshed!

We would like to take this opportunity to thank our students, parents, and staff for their commitment to maintaining strong attendance since returning in September, you'll see by our current attendance figures we are above the national average for attendance, particularly as this Winter has had a higher rate of flu than previously. We are also proud to be among the top 25% of secondary schools in England to receive the National School Attendance Award (certificate attached at the end of this newsletter). Keep up the good work!

We bring you this newsletter to highlight the importance of good attendance, and tips and tricks of how this can be achieved by simply having a good routine as well as highlighting key government legislation and general other information when reporting absences.

We hope you enjoy this edition of our newsletter!



REPORTING ABSENCES

It is very important absences are reported by 8:30am on each day of your child's absence, you can do this by:

Leaving a message on the attendance line (020 8422 4675 Option 1), by leaving your child's full name and form, and a detailed reason for their absence. It is important to speak clearly, spelling any difficult names.

Alternatively you can email us on:
attendance@rooksheath.harrow.sch.uk



WHEN TO KEEP YOUR CHILD AT HOME AND WHEN NOT TO

We all want to wrap our children up in cotton wool and keep them home where it's warm and comfortable, but school is here to also teach children life skills and **resilience**, please follow the government poster for guidance for knowing when to keep them at home and when to send them to school.



UK Health
Security
Agency



Should I keep my child off school?

Yes

Until...

Chickenpox	at least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like illness (including COVID-19)	they no longer have a high temperature and feel well enough to attend. Follow the national guidance if they've tested positive for COVID-19.
Impetigo	their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	they've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

No

but make sure you let their school or nursery know about...

Hand, foot and mouth	Glandular fever
Head lice	Tonsillitis
Threadworms	Slapped cheek



SCAN ME

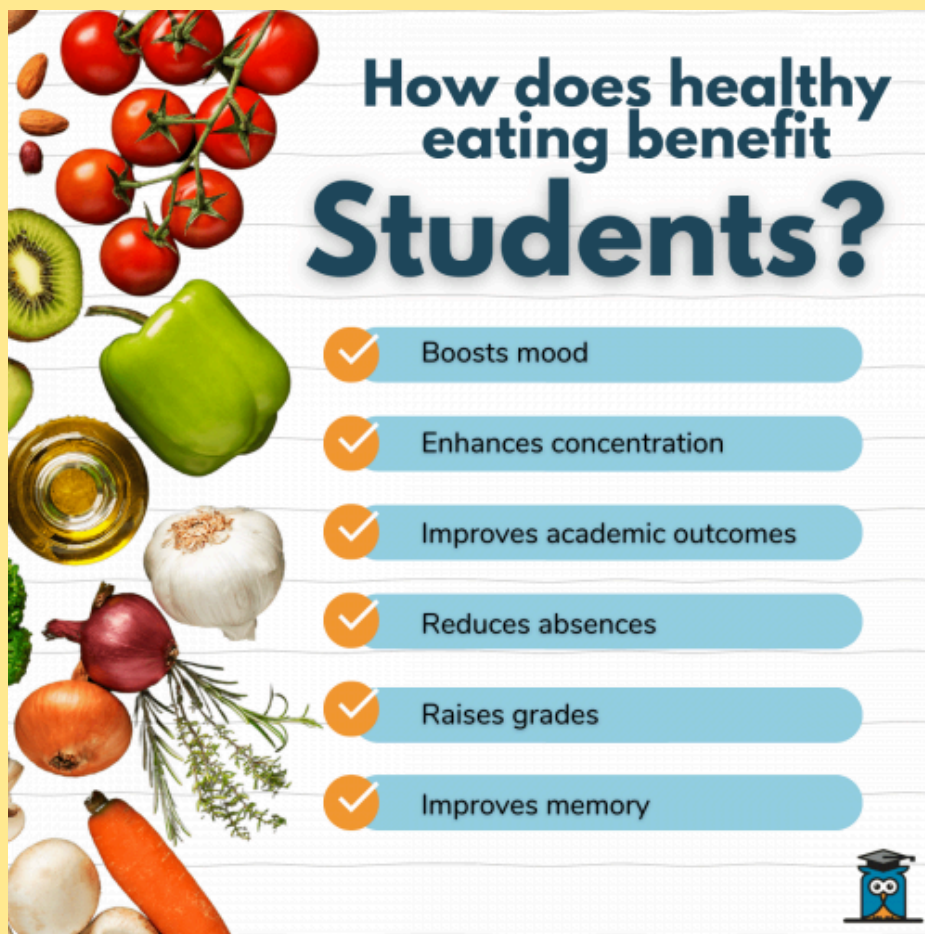
Advice and guidance

To find out more, search for health protection in schools or scan the QR code or visit <https://qrco.de/minfec>.

You can also access this very helpful link by the NHS for further information:
<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>






Healthy mind & body, healthy attendance!



How does healthy eating benefit Students?

- ✓ Boosts mood
- ✓ Enhances concentration
- ✓ Improves academic outcomes
- ✓ Reduces absences
- ✓ Raises grades
- ✓ Improves memory

Breakfast 7:00 am	Snack 9:30 am	Lunch 12:00 pm
		

@kids.eat.in.color

Eating a well balanced diet

<https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/eating-a-balanced-diet/>





- Encourage your child to establish a consistent bedtime and morning routine, getting their bag ready the night before with all their books, and materials needed for their day.
- Acknowledge their small achievements, such as getting out of bed on time or submitting assignments punctually.
- Encourage them to eat a healthy breakfast
- Ensure your child arrives promptly at school to be ready for participation; registration begins at 8:45am.
- Minimise disruptions to their learning by scheduling any necessary appointments outside of school hours.
- Teach your child that attending school is essential, unless they are genuinely unwell.
- Foster relationships with other families to discuss ways you can support one another during challenging times or emergencies.

For additional information on how to support your child's attendance, please scan the code below or visit the webpage provided below.



<https://educationhub.blog.gov.uk/2024/01/03/improving-school-attendance/>

Mental Health Support

Unfortunately, this is becoming an increasingly common need in young people.

Below are some useful links and additional support if your child is suffering with their mental health.



https://www.harrow.gov.uk/downloads/file/31710/Harrow_Horizons_flyer_print_ready.pdf

<https://youngharrowfoundation.org/harrow-is-here>

<https://www.youngminds.org.uk/parent/>

<https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/anxiety/>

<https://www.youngminds.org.uk/parent/parents-a-z-mental-health-guide/school-anxiety-and-refusal/>

<https://www.barnardos.org.uk/get-support/services/brent-co-op-service>

<https://youngharrowfoundation.org/projects/details/healing-and-meditation-sessions-in-harrow>

<https://www.annafreud.org/resources/family-wellbeing/self-care-for-parents-and-carers/>

If you have any other issues linked to your child's wellbeing, academic progress or behaviour that you would like to discuss then please contact your child's Head of Year or Form tutor.

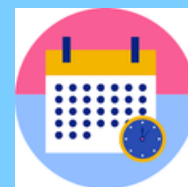
EXPECTATIONS...

Providing Reasons for Absences

We kindly remind you that when you call or email regarding a student's absence from school, we need a specific reason for their absence. If a student is present but feels too unwell to stay, the Welfare Assistant will see them and reach out to you.

When leaving a message, please speak clearly and include your child's full name and Form group, as it can be challenging to hear and understand the numerous messages we receive in the morning, and will avoid missing key information for your child.

Medical Appointments / general other appointments



Please schedule routine appointments with GPs, dentists, and similar/or other services **outside of school hours** and during school holidays, unless it is an emergency.

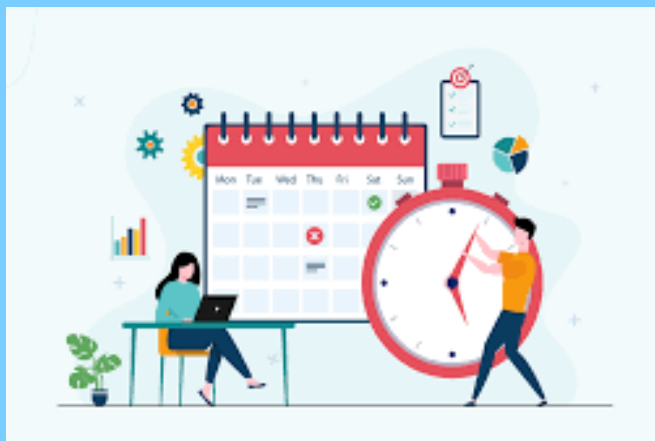
If your child has an urgent appointment that cannot be scheduled outside of school hours, they are still expected to attend school both before and after the appointment whenever feasible. If they are absent before or after the appointment, it will be marked as unauthorised. Please inform us of any pre-booked appointments as early as possible, so we can pre-code the registers and avoid unnecessary calls to you.

For medical appointments arranged during school hours, we kindly ask parents to ensure that a note is entered in their child's link book. Students should also excuse themselves from class to meet their parent or caregiver at the reception area. It is essential that all students are picked up by a parent or caregiver. Furthermore, we request at least 24 hours' notice for appointments to prevent any delays in locating your child, which could affect your scheduled appointment.

If your child brings a phone to school, please kindly remind your child to leave their phone at reception in the morning if they plan not to return to school after their appointment, depending on the appointment time.

Is your child frequently absent from school?

Persistent Absence is defined as any absence that exceeds **10%** of the academic year at any point. Students with a pattern of persistent absence may be formally referred to and monitored by Harrow Council. It is crucial for parents, caregivers, and schools to collaborate in reducing absences to prevent potential legal action due to ongoing absenteeism.



Harrow Council's Fixed Penalty Notice for Persistent Absences

PENALTY NOTICE

- An **£80** fine will be issued **per parent per** child.
- If the penalty is not paid by the 22nd day after receipt, the fine will increase to **£160 per parent per** child.
- A second offense will incur a **£160** fine **per** parent, to be paid within 28 days, with no reduction available.
- For a third offense, court prosecution may occur, and parents could face fines of up to **£2,500**.

Fixed Penalty Notice

Once you are placed on the fixed penalty notice warning system, you will be required to submit medical evidence to authorise your time off from school.

Acceptable forms of medical evidence include:

- A prescription
- A letter from the hospital
- A signed note from your GP or nurse
- Medication with a prescribed sticker that aligns with the dates of your absences
- An appointment card displaying your name and date

If you have any questions or need further clarification, please don't hesitate to reach out to a member of the attendance team for assistance.

Absence and holidays during term time

We ask all parents for their full support in ensuring that holidays are not taken during term time. There are 175 non-school days every year to take holidays and arrange other family visits and activities.

In line with Statutory Guidance, permission for holidays during term time will not be granted as a general rule.

Holidays requested at the beginning of any new term or during assessments and GCSE periods cannot be authorised for any reason. This follows the Local Authority Policy on attendance in school. Where unauthorised absence is taken, a fixed penalty notice fine can be issued (Section 444(a) of the Education Act 1996 empowers the local authority to issue Penalty Notices to parents/carers).

If there is evidence to support a leave of absence during term time as this cannot be avoided, then this must be submitted in writing to the Attendance Team at least 3 weeks prior to the leave being taken. A form is to be completed (obtained from reception) and submitted along with any supporting evidence.

Once we have received and reviewed this, you will then be sent a decision letter informing you of the outcome of this request. If unauthorised, then you will be referred to and issued with a Education Penalty Notice fine by the Local Authority.

Punctuality - Importance of Timeliness

Ensuring your child arrives at school and is prepared to learn before the school gate closes is crucial to prevent missing out on vital lessons and starting the day feeling unsettled.

We encourage parents to have their child at school by 8:40am, allowing them to settle into their form rooms before the school day officially starts at 8:45am. This practice helps cultivate a positive habit.

Please note that our breakfast club operates from 7:30am to 8:15am, providing an option for students to eat before classes begin.

Students who arrive after 8:50am will be marked with an 'L' code for lateness. Detentions will be assigned for lateness without a valid reason or medical documentation. Unauthorised lateness will be recorded as a 'U' code 30 minutes after registers close.

Persistent unauthorised lateness may be reported to Harrow Council for an EPN fine.



**Did you know?
Arriving just 15
minutes late each
day equates to
missing two weeks
of school!**



Further Information and Support

For more in-depth information on attendance you can visit our school website to access the following page:

<https://www.rooksheath.harrow.sch.uk/page/?title=Attendance&pid=72>



**Celebrating our National School Attendance Award for the
2025/2026 Autumn Term - an achievement we're truly proud of!**

