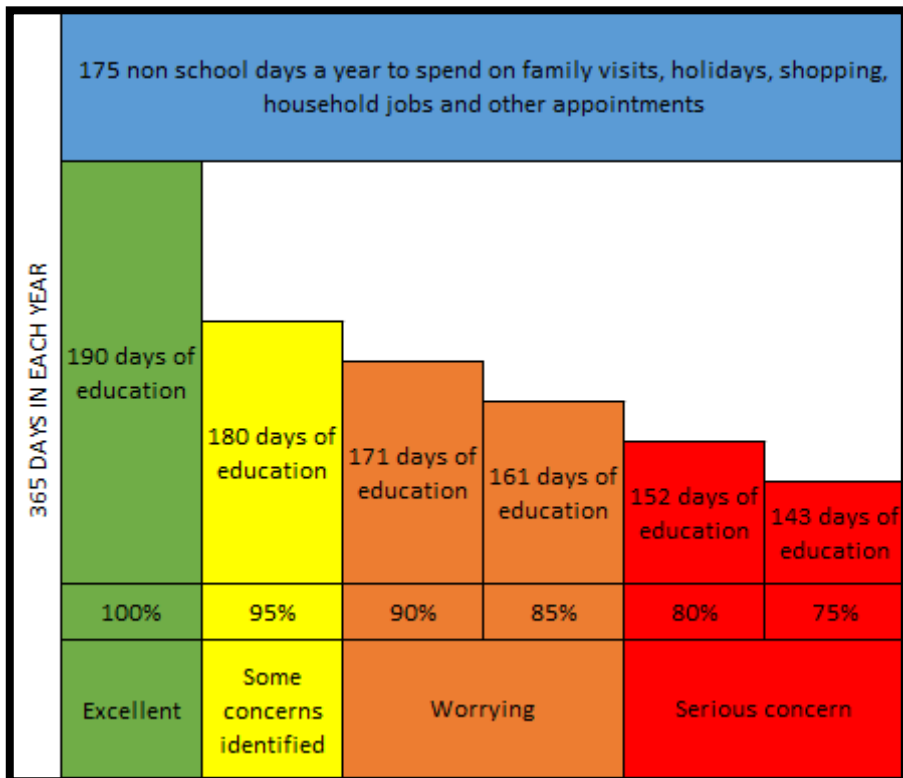


The role of the Attendance Officer and Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) is a member of the Local Education Authority Team which has responsibility for promoting, encouraging and enforcing regular school attendance. The EWO is in regular contact with our Attendance Officer (Mrs Cooper) to look at attendance, patterns of absence and lateness.



Any concerns, please contact us on
0116 251 2686



Sparkenhoe
COMMUNITY PRIMARY SCHOOL

Medical Information
Together we can
improve attendance

Saxby Street
Leicester
LE2 ONE
Tel: 0116 251 2686
Email: office@sparkenhoe.Leicester.sch.uk

Attendance

School is an important part of the lives of children and young people. It is where they begin to develop new skills, make friendships and it helps prepare them for their future. When a child misses school, they can miss out on these vital opportunities and their learning and friendships may suffer.

Parents and carers have the legal responsibility to ensure that a child attends school regularly.

Illness

If your child is ill, you must ring the school office first thing in the morning and leave a message – 0116 251 2686 (option1). Please clearly state the name of your child, their class and exactly what is wrong with them. If your child is ill for several days, we may ask for medical evidence (copy of prescription or appointment card).

If your child vomits or has diarrhoea, they must stay away from school for 48 hours after the last time they vomited / had diarrhoea.

If your child has a lot of time off for minor illnesses without providing acceptable medical evidence, you may be fined for the absences.

Children need to be in school as much as possible. They should only stay at home if they are really unwell. Poor attendance due to illness is too high at our school. When children are ill we will be regularly asking how soon they will return and offering support to get them back to school as soon as possible.

We will ask you to explain exactly what illness your child has. It is not enough to just tell us they are ill, or that they have a cough. We need more information to help us decide if we will authorise the absence. If we are not sure why your child is not in school, the absence will be recorded as unauthorised.

Medicine in School

If your child has medical needs that requires them to have medicine given to them in school time, whether that be a long term need or a short term need, please come and talk to us.

- If your child has **antibiotics** that they need to take 4 times a day and they are well enough to come to school, we can give a dose during the school day.
- If your child needs other, prescribed medication during the school day, we can arrange to give it to them.
- If your child needs pain medication during the school day, this can be arranged after a discussion with Mrs Cooper.
- If your child has asthma, we need their inhaler in school at all times.
- If they have an adrenaline pen for allergies, we need one in school at all times.

To ask for medicine to be given to your child in school, please talk to the office staff who can make an appointment with Mrs Cooper, or help you to complete the necessary forms.

Please call 0116 251 2686