



Supporting Child Development and  
Emotional Well-Being in Collierley  
Nursery and Primary School

At Collierley Nursery and Primary School, we firmly believe that the education of all children is a joint partnership between home and school.

This booklet is written to help give guidance and provide details of other agencies who can provide support for families.

There are many benefits to coming to school, not all of which are purely academic. Primary school is often where lifelong friendships are formed.

At our school we are very lucky to have children in single year group classes. The social benefit to this is that they will shared their experiences with the same class all through school, before all leaving to move on to secondary school at the same time.

*Without skills for lifelong learning, children face greater barriers to earning potential and employment later in life. They are more likely to suffer adverse health outcomes and less likely to participate in the decisions that affect them – threatening their ability to build a better future for themselves and their communities. (UNICEF 2020)*

At Collierley Nursery and Primary School, we expect all children to attend regularly to take full advantage of the educational and social opportunities available to them. We recognise that regular attendance at school is essential for good learning and continual progress and ensures that students get the best possible outcomes. All school staff will work with children and their families to ensure each child attends school regularly and punctually.



We expect all of our students to aspire to 100% attendance and appreciate the full support of parents and carers in encouraging this.

### **What You Can Do To Support Your Child to Have Good School Attendance**

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality;
- taking an interest in their education - ask about school work and encourage them to get involved in school activities;
- discussing any problems they may have at school;
- not letting them take time off school for minor ailments, particularly those which would not prevent you from going to work; and
- arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.



### **Illness during the School Day**

Should a child become unwell during the school day, our first aiders will assess the illness and make a decision (through the Headteacher or leadership team) about whether parents need to be informed and whether a child should be sent home or checked out by the pharmacist, GP or should attend A&E.

In the event of us feeling that your child requires urgent medical attention we will call 999 before calling parents.

### **Authorised Absences**

These are mornings or afternoons away from school for a good reason like illness, emergency medical/dental appointments that unavoidably fall in school time, or other unavoidable cause.

Wherever possible, we strongly advise medical appointments are made out of school hours; **just 2 medical appointments can lower an attendance figure by almost 3%!**



#### **Absence can be authorised if:**

- A child is absent with permission granted by the Head teacher
- A child is ill or prevented from attending by an unavoidable cause
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the student's parents belong
- There is a family bereavement
- A child is excluded
- A child is involved in an exceptional special occasion

#### **Unauthorised Absences**

It is our responsibility as educators to do all we can to encourage and support regular and frequent school attendance. Where the school does not consider the absence as reasonable and for which no 'leave' has been given it will be recorded as 'unauthorised' absence. This type of absence may lead to the school using sanctions and/or legal proceedings.

#### **Absence is unauthorised if:**

- parents/carers keep children off school unnecessarily
- absences have never been properly explained or the school is dissatisfied with the explanation
- a child arrives at school too late to get a mark
- shopping, accompanying family members on appointments or birthdays
- day trips and holidays are taken in term time which have not been agreed
- a child fails to return after the period of time agreed by the school for a family holiday
- medical evidence is not provided where requested. Examples of medical evidence could be, medical appointment slips, or medical prescription

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the children.



**Persistent Absence (PA):**

A student becomes a ‘persistent absentee’ (often referred to as a PA) when **10%** or more schooling across the school year for whatever reason has occurred. Absence at this level is doing considerable damage to any child’s educational prospects and we need parental support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the ‘persistent absence’ mark or is at risk of moving towards that mark is given priority.

**Table of Attendance**

<p><b>100 % attendance</b></p> <p><b>Outstanding Attendance</b></p>
<p><b>95.99 - 99% attendance</b></p> <p><b>Good attendance</b></p>
<p><b>94 – 95.99% attendance</b></p> <p><b>Concerning attendance</b></p>
<p><b>91% – 93.99%</b></p> <p><b>Very Concerning attendance</b></p>
<p><b>84 – 90% attendance</b></p> <p><b>Persistent absence</b></p>
<p><b>Less than 83.99% attendance</b></p>

## Excessive Persistent Absence

### What the Law States

As a parent/carer, you are legally responsible for making sure that your child attends school regularly unless you are home-educating. **Parents/carers must ensure that a reason for absence is reported to school on the first day of absence, ideally before 9am, and every day of absence.**

School operate a 24 hour absence line upon which parents/carers can leave a message to keep school informed regarding pupil absence.

### Family Holidays in Term Time

Time lost by children and young people due to family holidays taken in term time can be disruptive to their education.

We advise that wherever possible, absence from school should be avoided as it can have a serious effect on your child's educational progress, and can create difficulties for them on their return to school. Many parents say that the time their child misses because of a holiday does not affect their school work. However a child who has 10 days holiday each year of their school life will miss 24 weeks (nearly a full school year) of their formal education. This is in addition to absences – for instance, if your child is ill.

Requests for the following reasons are not considered to be **exceptional** circumstances;

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlapping with beginning or end of term

Where children have unauthorised absences in term time, **legal action may be taken against each parent under the following legislation:**

**Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her child, being of compulsory school age, fails to attend regularly the school at which he or she is a registered pupil. Section 444A allows for a penalty notice to be issued to parents who commit such an offence.**

Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.

**90% attendance is like having a day off every two weeks.**

Parents and carers are by far the most important influence on children's lives and learning and it is parents and carers who are responsible for making sure their child is educated.

If your child's attendance is poor, the school attendance officer, the class teacher, member of the safeguarding or senior leadership team may contact you to offer advice.

**Your child should be aiming for at least 97% attendance.**

**To determine if an illness requires absence from school we use the NHS website. Some helpful guidance on regular illnesses are shown below**

**Medical Information and Guidance  
Hand Foot and Mouth, Warts, Verrucae  
and Athletes Foot**

Children can attend school. Verrucae should be covered for PE.

**Head Lice**

There is no reason for children with head lice to be absent from school. Treatment can be obtained from any pharmacy and all family members should be treated.

**Whooping Cough**

Diagnosed by GP. Children can return to school two days after starting antibiotics or 21 days from onset of symptoms if no antibiotics. Non-infectious coughing may last for many weeks.

**Scabies**

Diagnosed by GP. Children can return to school the day after treatment is complete. Others at home **MUST** also be treated even if they do not have any symptoms.



### **Coughs and Colds**

Children should be given paracetamol, plenty of fluids to drink, and can be sent to school.

### **Flu and Swine Flu**

Children should return to school once their temperature has returned to normal. 48 hours is the normal time span for this.

### **Sore Throat, Tonsillitis and Glandular Fever**

Children should be given paracetamol, plenty of fluids to drink, and can be sent to school.

### **High Temperature**

Give paracetamol and plenty to drink. After taking paracetamol, if your child is feeling better, bring them into school. If your child's high temperature continues for two days or more, seek medical advice.

### **Headache, Earache and Stomach Ache**

Children with headache, earache or stomach ache can attend school. Give paracetamol and plenty of fluids to drink. Please inform their class teacher that they feel unwell. If the pain persists seek medical advice.

### **Sickness and Diarrhoea**

Children should return to school 48 hours after the last episode of vomiting or diarrhoea.

### **Impetigo**

Children return to school when their lesions are crusted or healed, or two days after starting antibiotics.

### **Threadworm**

There is no reason to keep a child off school if they have threadworms. Seek medical treatment and ensure good personal hygiene is followed. Others at home MUST also be treated even if they do not have any symptoms.

### **German Measles**

Diagnosed by GP. Children can return to school five days after the rash has developed. If your child has German Measles please let the school know as pregnant members of staff may be affected.



### **Measles**

Diagnosed by GP. Children can return to school four days after the rash has started.

### **Chicken Pox**

Diagnosed by GP. Students can return to school when the blisters have crusted over (usually about five to six days after the appearance of the rash).

### **Mumps**

Diagnosed by GP. Children can return to school five days from the appearance of the swollen glands.

### **Conjunctivitis**

Diagnosed by GP. Children can attend school with conjunctivitis. They should be encouraged to wash their hands regularly to prevent further spread of the infection.

### **Medication**

Children taking prescribed medication can still attend school. Please ensure that it is handed in at the main school office contained in the bottle or box in which it was prescribed and an administration of medicines form is completed.

### **Calpol**

We hold liquid paracetamol which we can administer to children with your consent. We would always call prior to administration in order to ensure that a child is not receiving too many doses in one day.

If you are ever in doubt as to whether your child is well enough to come in to school, we recommend sending them in, but let us know of your concerns and we will monitor your child closely.

## **Toilet Training**

Bear in mind that most children can control their bowels before their bladder.

- by age 1, most babies have stopped doing poos at night
- by age 2, some children will be dry during the day, but this is still quite early

- by age 3, 9 out of 10 children are dry most days – even then, all children have the odd accident, especially when they're excited, upset or absorbed in something else
- by age 4, most children are reliably dry during the day

It usually takes a little longer for children to learn to stay dry throughout the night. Although most learn this between the ages of 3 and 5, up to 1 in 5 children aged 5 sometimes wet the bed.

Advice and tips can be found on this website:

<https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/>

**If you require further support with toilet training your child's health visitor, GP or school nurse can help.**

### **Recommended agencies who can provide support to children and families**

**School Counsellor** – SH Counselling Service provides confidential, independent one to one counselling sessions or if required group work for children. This is to promote emotional health and well-being and to enable children to develop a resilience to help them cope with the difficulties they may face.

Referrals can be made through the school. Written parental consent is always required before counselling can take place.

**School Nursing Team** – support can be given for bedwetting, sleep, anxiety and more. Call the school office to make a referral.

**Emotional Health and Resilience Nurse** – If you are a young person aged 5 – 19 who has concerns about any of these things or you care for a young person aged 5 – 19 and have concerns **call 03000 267 669**

**Roller Coaster – Parent/ Carer Support** – For parents/carers who are supporting a child or young person with any kind of emotional or mental health problem. – ANXIETY, LOW MOOD, DEPRESSION, SELF HARM, EATING DISORDERS, SLEEP PROBLEMS, SUCIDIAL THOUGHTS, OBSESSIONS AND COMPULSIONS AND MORE. **Call 07415 380 040 or 07500 783 634**

**Family Action - We're here to provide a listening ear, answer particular parenting questions or help with guidance around more complex issues. All support takes place via telephone, text message or email and is free.**

- **0808 802 6666**
- **Text: 07537 404 282**
- **familyline@family-action.org.uk**
- **Mon-Fri, 9am to 3pm and 6pm to 9pm**

**<https://www.family-action.org.uk/contact-us/>**

**CAMHS** - CAMHS is used as a term for all services that work with children and young people who have difficulties with their emotional or behavioural wellbeing.

Children and young people may need help with a wide range of issues at different points in their lives.

Parents and carers may also need help and advice to deal with behavioural or other problems their child is experiencing.

Parents, carers and young people can receive direct support through CAMHS.

**<https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/child-and-adolescent-mental-health-services-camhs/>**

**Bereavement Counselling – Willowburn** – call Lucy Green 01207 529 224

### **Voluntary Sector Agencies for Adults**

**<https://justforwomen.org.uk/>** - support service for Women based in Stanley

**<https://www.aspire-northeast.co.uk/>** support for women (this is based in Chester le Street)

**<https://www.giveusashout.org/>** Text based service for people in crisis

**<https://www.wellbeingforlife.net/>**

<https://www.talkingchanges.org.uk/> Talking changes is a self-help, counselling and talking therapies service designed to help anyone living in the County Durham area to deal with common mental health problems such as stress, anxiety or depression, as well as panic phobias/obsessive compulsive disorder (OCD) and post-traumatic stress disorder. Adults can self-refer to Talking Changes or request a referral via GP