

Attendance Information for Parents & Whānau

What do I do if my child is going to be away or late?

If your child is going to be absent from school - you need to contact the office and inform them. This can be done via phone, email, or through the school app. Acceptable absence includes sickness or serious family circumstances, such as bereavement.

What do I do if my child is sick?

If your child is sick and is unable to attend school, you need to contact the office and let us know the reason for their absence. If your child is unwell and is missing more than three consecutive days or has ongoing medical issues we require a medical certificate. A medical certificate can be obtained from your GP at no cost.

What should I do if my child has something like a headache?

If your child has some kind of minor or temporary sickness, we would prefer them to come to school and attempt to get through the day. They can always go to the sick bay if they continue to feel unwell and we will contact you. It is important that this happens as we work to rebuild resilience in our young people.

What do I do if my child is going to be away during term time for reasons other than illness or bereavement?

Inform our principal via email.

What does my child do if they are late?

If your child is late, they need to come and sign in on the tablet in the office. This ensures our roll is updated correctly. If your child is consistently late we will contact you to see what assistance is required to avoid this issue.

What if I am having difficulty getting my child to school?

If you are finding it difficult to get your child to school regularly, please contact the classroom teacher or office and someone will get in touch with you as soon as possible.

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It is important that your child attends school/kura. Is my child well enough to be comfortable taking part in school activities? Ask yourself "Would I go to work if I felt like this?"

SEND ME TO SCHOOL/KURA

- *I have a runny nose or just a slight cough*
- *I haven't had a fever for the last 24 hours and haven't needed any medicine*
- *I haven't vomited or had any diarrhoea for 24 hours and haven't needed any medicine*
- *I have tummy pain or a headache with no diarrhoea, vomiting or fever, but I'm comfortable enough to take part in school activities.*

KEEP ME AT HOME

- *My temperature is 38°C or higher or I need medicine to keep my temperature down*
- *I have vomited or had diarrhoea in the last 24 hours*
- *I have an unexplained rash*
- *My eyes are pink and crusty*

The chart explains the impact on your child, of missing one day per week of school

Every day counts...

Percentage of school missed	If a child misses...	that equals...	which is...	and over 13 years of schooling that's like missing...
5%	1 day per 4 weeks	10 days per year	2 weeks per year	0.65 years of learning
10%	1 day per fortnight	20 days per year	4 weeks per year	1.3 years of learning
20%	1 day per week	40 days per year	8 weeks per year	2.6 years of learning
30%	3 days per fortnight	60 days per year	12 weeks per year	3.9 years of learning
40%	2 days per week	80 days per year	16 weeks per year	5.2 years of learning
50%	5 days per fortnight	100 days per year	20 weeks per year	6.5 years of learning

A major part of my role this year will be to support students, families and whānau with improving attendance. If we have any concerns about your child's attendance, someone will make contact with you. If you have any questions, my contact details are as follows. We are here to help.

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