



Thursday 28th September 2023

Dear parent/carer,

## **SUBJECT: Attendance Letter**

Hello, my name is Sarah Cox, and I am a Senior Teacher at Risedale and one of the Designated Safeguarding Leads (DSL) along with Mr Yates. I'm responsible for promoting good attendance among our pupils and offering support to families who may be struggling in this area.



I am writing to parents today to share an important letter regarding attendance that the Government sent to all schools. Here is the link to the letter which I encourage you to read in full: [GOV.UK Letter to school leaders on mild illness and school attendance](#)

The key message is that the Government understands that since the COVID-19 pandemic, parents may now feel less confident when assessing whether their child is well enough to attend school or not and wanted to reassure parents that it is usually fine to send children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. However, children should not be sent to school if they have a temperature of 38°C or above.

They also shared a helpful website, the [NHS "Is my child too ill for school?"](#), which can assist you in deciding whether or not your child should stay home.

If your child cannot attend school we ask that you contact the school **before 9:00am on each day** of absence by either telephone (01748 833501 select option 1 to report an absence) OR send an email to [absence@risedale.org.uk](mailto:absence@risedale.org.uk). By phone or email, please include the following information:

- Parent/carer's first name and surname
- Pupil's first name and surname
- Pupil's tutor group
- Nature of illness
- Approximately how long the illness may last

We all know that good attendance matters and that regular school attendance maximises learning potential. Pupils who regularly attend school make better progress socially and academically. We want to give every young person the chance to be successful and good attendance is key to this.

For more information regarding [Attendance, Absence and Punctuality](#) please visit our dedicated school website page where you'll find lots of helpful information, including a link to our [Attendance Policy \(Pupil\)](#) and guidance from the DfE [Working together to improve school attendance](#).

It is the responsibility of every parent/carer to make sure their child is punctual and attends school every day. We closely monitor all pupils' attendance and punctuality on a weekly basis, and we're here to help. Please don't hesitate to reach out to us if you have any questions or concerns. We are always ready to assist you.

Yours sincerely,

**Mrs S Cox** (Senior Teacher)

[Cox.S@risedale.org.uk](mailto:Cox.S@risedale.org.uk)

