

Attendance Newsletter

February 2022



Birley Primary Academy
A L.E.A.D. Academy

"Leading Learners to Succeed"



Our School Attendance Target



Spring Term 1
Attendance Champions

Y3BL Miss Lee



**Barbara Sawyer is our
Attendance Officer.**

She works in school everyday to improve attendance and punctuality throughout the school, from nursery all the way to Y6.

Her working hours are:
Monday - Thursday 8am - 4pm
Friday 8am - 3.30pm

If you have any concerns about your child's attendance or punctuality please get in touch as soon as possible so we can sort out any issues together.

As attendance is statutory, we all have a duty to ensure that children are in school on time every day (unless of course they are very ill).

By working together and supporting families to ensure that everyone is attending school regularly your child will have a successful and happy time at Birley Primary Academy.

Attendance Phone Line

Barbara can be contacted on the school phone number 0114 2399002. Please press 2 for attendance.



If Barbara is not available please leave a message.

Alternatively, Barbara's email address barbarasawyer@birleyprimaryacademy.co.uk

If you do need to keep your child at home, it's important to phone school on the first day of absence.

Please let us know that your child won't be attending and give a reason.

"Not well" is not enough information to keep other children and school staff safe and well, especially our vulnerable children and staff.

Contact Us

Tel: 0114 2399002

For more information and to view our attendance policy visit our website: www.birleyprimaryacademy.co.uk

enquiries@birleyprimaryacademy.co.uk

Follow us on Twitter @birleyprilead

Medical Appointments and Absences

Please keep school informed as soon as possible of any medical appointments your child has during school time.



An appointment card/letter, email or text from the GP, hospital, dentist, opticians etc should be provided as evidence. This can be brought to the school office or emailed to school. We will add a note to your child's attendance record that medical evidence has been provided. This helps when school and the Local Authority are monitoring attendance and we can sometimes support an absence as evidence has been provided.

If your child is ill and you take them to the doctors, please bring in proof of the appointment if you can.

If your child is prescribed medication, a photograph of the prescription or medication bottle can be emailed to school as medical evidence to support your child's absence.



Please note: We are **ONLY** able to administer medication prescribed by a doctor. The medication needs to be in the original bottle or packet, with a prescription label. Antibiotics can **ONLY** be given if they need to be taken 4 times a day.

Please fill in a consent form at the office.

If your child has an upset tummy please remember our 48 hour rule:

Children should not return to school until 48 hours after the last time they have been sick or had diarrhoea.

If your child is going for a routine check up please try and make these appointments outside of school time to minimise your child's absence from school.

If you have any concerns about your child's attendance or punctuality

Please contact our Attendance Officer
Barbara Sawyer
0114 2399002

BarbaraSawyer@birleyprimaryacademy.co.uk



MAST

(Multi-Agency
Support Teams)



Raising a family is the most important job anyone can do. It has amazing rewards but it can also be very challenging. At some point you may need some extra help.

Every year MAST support thousands of families by delivering parenting programmes.

They can also help if you need support improving routines, boundaries and sleep patterns to help with attendance and punctuality.

MAST can be contacted directly on 2037485

A MAST worker will contact you by telephone to discuss any issues you may have.

The MAST worker and school will work together with you to help to address your family's needs and create happier children and families.

Term Dates

February 2022

School closes on Thursday 10th February 2022 at the end of the day.

Staff Training Day

Friday 11th February 2022

School reopens on Monday 21st February 2022

Easter 2022

School closes on Friday 1st April 2022 at the end of the day.

School reopens on Tuesday 19th April 2022

Sheffield's Easter holiday starts a week earlier than some other areas of the country so this could be a good time to grab a bargain holiday!

We value your voice and would like you to join us on our journey of improvement

