



Les Quennevais School

La Route des Quennevais
St. Brelade, Jersey. JE3 8LG
Headteacher: Mrs Sarah Hague, B.A. Hons., NPQH

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21 September 2022

Dear Parent/Guardians

Attendance Matters!

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success, both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, and have a better chance of achieving their full potential.

Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are more likely to leave school with good qualifications, setting them up for a strong future.

The target attendance figure for all students is a minimum of 96% attendance. 96-100% is the 'Excellent Attendance' group.

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year 98
98-100%	Excellent	0 to 4	Less than 1
96 – 98%	Good	4 to 8	1 to 1 ½
93 – 96%	Of concern	8-13	1 ½ to 2
90 – 93%	Unsatisfactory	13 to 19	2-3
Below 90%	Persistent Absence	More than 19	More than 3

If at any point you have a concern, query or your child cannot attend school please contact our attendance team so we can help and support you.

The research shows that for every 17 days missed from school a child is likely to drop one GCSE grade in EVERY subject. Only 35% of those with attendance between 80-90% will achieve five good grades (9-4) at GCSE including English and Maths.

In addition to this, poor attendance disrupts and affects relationships with peers and social groups, which can in turn increase anxiety in young people.

We wish to work in partnership with parents and carers and seek your full support in ensuring that your child attends school every day and on time. We are always wanting to work together with parents and carers in resolving any difficulties as we are committed to improving attendance levels at school. Les Quennevais prides itself as continuing to have the best attendance levels for any 11-16 school in Jersey.

Please note the information below will help you work with us to ensure that your child has the very best chance of success at Les Quennevais School:

- It is essential that parents/guardians contact the attendance officer on 499174 or attendance@lqs.sch.je on **EVERY** day of the absence, to confirm that they are aware that their child is not in school and the reason for the absence. An answerphone is available on this number. If you are worried about whether to bring your child back in to school after an illness, Kirsty Dunn our Attendance Officer is happy to give you advice.
- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised.
- Ensure that medical appointments are made outside of school time, whenever possible.
- Holidays should not be taken in school time and all requests for leave of absence in term time must be made in writing to the Headteacher at least two weeks in advance of the required date for her consideration.
- Please contact the school if you are experiencing difficulties getting your child to school, so that we can offer ways to support the student.
- As a parent or carer you are committing an offence if you fail to ensure that your child attends school regularly and punctually, even if they are missing school without your knowledge.

Guidance on vomiting and diarrhoea - Please note your child is only unfit for school if they have vomited or had an incidence of diarrhoea twice or more in the last 24 hours. A one-off incidence could be the result of something else like overeating or over exertion and so we encourage parents to please use their discretion.

Appointments - Whilst we appreciate that many hospital appointments cannot be changed, please avoid making dental/medical appointments for your child during the school day whenever possible. If an appointment is absolutely necessary please notify the Attendance Officer in advance of the appointment.

Punctuality Matters Too!

All students should be in their form room ready at 8.40am for Registration when the bell is rung.

Children arriving after 8.40am are marked as late and must sign in at the School Office. Children who arrive after 9.00am will be marked as absent for the whole session, as this is the official time for registers closing in the morning.

Being frequently late for school adds up to lost learning:

Arriving at school 5 minutes late every day adds up to over 3 days lost each year.

Arriving 15 minutes every day is the same as being absent for 2 weeks a year.

Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Parents will be informed by email when a child arrives late to school and it should be noted that any further late arrivals may result in a lunchtime detention to make up the lost time

Missed Minutes mean Missed Learning = Missed Opportunities

Coronavirus or another illness?

When reporting an absence, it is important that you provide us with as much information as possible. This will enable us to code the absence correctly & avoid detrimental effects on your child's attendance. In these unprecedented times, supplying as much information as possible has become even more crucial in order to protect your child and our school community.

If you are unsure of the symptoms your child is presenting, please refer to the attached table. Currently, guidance states that students can still come to school if a member of their household has tested positive for Covid. We recommend that your child still attends school but takes a lateral flow test every day throughout the isolation period. Please keep checking the latest Government Guidance regarding tests and isolation.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Les Quennevais School.

Yours faithfully



Mrs C Moisan
Deputy Headteacher

Recognising Coronavirus (COVID-19) Symptoms



Symptoms	Covid-19 Symptoms range from mild to severe	Flu Rapid onset of symptoms	Cold Gradual onset of symptoms
Fever (37.8C or above)	Common	Common	Rare
Fatigue	Sometimes	Common	Sometimes
Cough	Common (usually dry)	Common (usually dry)	Mild
Sneezing	No	No	Common
Aches and pains	Sometimes	Common	Common
Runny or stuffy nose	Rare	Sometimes	Common
Sore throat	Sometimes	Sometimes	Common
Diarrhea	Rare	Sometimes (for children)	No
Headaches	Sometimes	Common	Rare
Shortness of breath	Sometimes	No	No
Loss of taste or smell	Common	No	Sometimes