



**Southfields
Academy**

**Principal:
Ms Jacqueline Valin**

**Headteacher:
Ms Wanda Golinska**

333 Merton Road
London SW18 5JU

Tel: 020 8875 2600
Fax: 020 8874 9949

October 2021

Dear Parents / Carers,

Good attendance and punctuality are crucial to students achieving their best academically and socially. Southfields Academy expect all of our students to arrive on time every day.

Absence due to illness

If your child is unable to attend school due to illness you must inform us by 08:30am. You can report an absence by leaving a voicemail on 0208 875 2364. When leaving a voicemail please ensure you speak clearly leaving their name, tutor group and reason for absence. You can also report an absence by emailing natalie.stearn@southfieldsacademy.com or emailing your child's tutor directly. This process needs to be followed every day your child is absent.

Is my child well enough?

- High temperature; if your child looks or feels shivery or is unusually cold or hot, he or she may have a high temperature. There may be various reasons for this. A child with a high temperature should not be in school. However, after feeling and looking better for 24 hours as well as testing negative on a lateral flow test, a child should be able to return to school.
- Cold and cough; a slight cold and a cough should not stop a child from attending school. However, children with heavy colds or persistent coughs should stay at home and a lateral flow test should be carried out. A child whose cough is disappearing and who has tested negative on a lateral flow test, a child should be able to return to school as soon as possible.
- Rashes; a rash could be the first sign of one of childhood's many illnesses, such as chicken pox or measles. It can also be a reaction to an allergen. The rash or spots may cover the entire body or appear in only one area. Do not send a child to school with an unexplained rash or skin eruption until you have contacted NHS 111 or your GP surgery for advice.
- Minor aches and pains; a child with a minor headache or stomach cramps due to period pains does not need to be kept at home. School are able to provide sanitary products throughout the day if required and will be able to administer paracetamol if parents have provided this.
- Vomiting and diarrhoea; if vomiting occurs, your child should stay at home until he or she can keep food down. A child with diarrhoea should also be kept at home until their stomach has settled. If your child does not improve as you expect, contact NHS 111 or your GP surgery for advice.
- Injuries to limbs; there is no reason why your child should miss a day of their education if they have an injury. Southfields Academy will be able to make any adjustment needed in order to help them access their lessons and ensure they are comfortable throughout the day.

- COVID contact; with no symptoms your child does not need to isolate if they have been in contact with somebody who has tested positive for COVID-19. Your child should complete a lateral flow test and attend school as usual if the result is negative.

Medical Appointments

Where possible please arrange medical appointments outside of school hours. If this is unavoidable, you must inform us of the appointment in advance, this can be emailed to natalie.stearn@southfieldsacademy.com or your child's tutor. In the event of needing to leave the site during school hours parents should record a note their child's diary. This note must be signed by the Head or Deputy Head of Year at the beginning of the day otherwise the student will not be able to leave.

Punctuality

Students are expected to arrive to school by 08:20am any time after this they will be marked in as late.

Students who are ill at school

Students who are unwell should make it known to a member of staff nearby and will be sent to first aid. Parents will be contacted by the Academy if a student need to be collected from school. We ask that students **DO NOT** phone home before they have been seen by first aid.

Missing work due to absence

It is the responsibility of the student to ensure they catch up and as for the work they have missed while absent. Your child should already know that work will be posted on their Google Classroom or other stated websites in their diary.

Acknowledging good attendance

Students are acknowledged for their good attendance. Postcards, certificates and prizes are awarded at intervals throughout the year.

Tackling poor attendance

Southfields Academy takes a supportive approach to families who have children with ongoing attendance issues. We will ensure that we do everything possible to support school attendance rather than the student remaining at home.

If you have any questions please do not hesitate to contact.

Regards,

Natalie Stearn
Attendance Officer
0208 875 2634
natalie.stearn@southfieldsacademy.com
Southfields Academy
333 Merton Road, SW18 5JU