

23<sup>rd</sup> September 2020

Dear Parents and Carers,

As we are starting our third week I thought it would be a good opportunity to remind you of our attendance expectations of our students, as well as our policies and procedures in relation to student absence. I would really appreciate your support in promoting your child's attendance and working with the academy where needed.

Your child's attendance is not only essential for them to achieve the best academic outcomes but also to develop socially and emotionally. We have already had a long period of time outside of our academy due to Covid-19 and so it is therefore important that students attend the academy in order to get the best learning experience from their teachers.

For this reason, we actively encourage all students to aim for 97% attendance as a minimum. Every day and every lesson counts. If your child's attendance does fall below 95%, unfortunately we may have to look at attendance monitoring groups and attendance action plans in order to support all young people to attend school regularly.

Please be aware that you can access your child's attendance record in EduLink and this is updated daily. If you do have any concerns with regards to your child's attendance and would like further support with this please do not hesitate to contact Ms Devine or your child's Head of Year.

Students should attend the academy every day unless they are genuinely unwell. If this is the case please contact the absence line for every day of absence before 8.30am. Dental and medical appointments must be made outside of academy hours where possible.

Given the current situation with Covid-19 it is really important that we all work together to identify symptoms that are commonly associated with Coronavirus. Please find attached a handy guide from Boots Pharmacy which details the differences between Covid-19 and the common colds and illnesses we may have at this time of the year. Please take time to read this through with your son/daughter so that we are all clear on what the symptoms are.

Holidays during term time are not permitted.

Further information relating to attendance can be found on the academy website. [www.westlakesacademy.org.uk](http://www.westlakesacademy.org.uk)

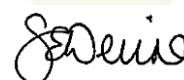
If you would like to discuss this please do not hesitate to contact us at the academy.

Ms Devine can be contacted by her email address: [devines@westlakesmat.org.uk](mailto:devines@westlakesmat.org.uk) or by her mobile telephone 07702974373.

Yours sincerely



Miss M Relph  
Vice Principal



Ms S Devine  
Home Tutor/Attendance

Head of Academy: James Jackson

West Lakes Academy, Main Street, Egremont, Cumbria CA22 2DQ

Part of West Lakes Multi-Academy Trust

t: 01946 820356

e: [contactus@westlakesacademy.org.uk](mailto:contactus@westlakesacademy.org.uk)

w: [www.westlakesacademy.org.uk](http://www.westlakesacademy.org.uk)



# RECOGNISING CORONAVIRUS SYMPTOMS

<b>SYMPTOMS</b>	<b>CORONAVIRUS</b> Symptoms range from mild to severe	<b>COLD</b> Gradual onset of symptoms	<b>FLU</b> Rapid onset of symptoms	<b>HAYFEVER</b>	<b>ASTHMA</b>
<b>Fever (<math>\geq 37.8^{\circ}\text{C}</math>)</b>	Common	Rare	Common	No	No
<b>Cough</b>	Common (usually dry & continuous)	Mild	Common (usually dry)	Sometimes (usually dry)	Sometimes (wheeze & cough)
<b>Shortness of breath</b>	Sometimes	No	No	No	Sometimes
<b>Headache</b>	Sometimes	Rare	Common	Sometimes	No
<b>Sore throat</b>	Sometimes	Common	Sometimes	'Itchy' throat	No
<b>Runny / stuffy nose</b>	Rare	Common	Sometimes	Common	No
<b>Sneezing</b>	No	Common	No	Common	Rare
<b>Aches &amp; pains</b>	Sometimes	Common	Common	No	No
<b>Fatigue</b>	Sometimes	Sometimes	Common	Sometimes	No
<b>Diarrhoea</b>	Rare	No	Sometimes (for children)	No	No

Adapted from: World Health Organization, Centers for Disease Control and Prevention