

NHS Guidelines

Headache, Earache & Stomach Ache: Children can go to school, just let the school know they have felt unwell. Give paracetamol at home and plenty of fluids to drink. If symptoms persist seek medical advice.

Period Pains: Girls can go to school, give paracetamol at home, and try to keep active.

High Temperature: Give paracetamol at home and plenty to drink. After paracetamol, if your child feels better, bring them to school. If the child's high temperature continues for three days or more, seek medical advice.

Coughs & Colds: Children should be given paracetamol at home, plenty of fluids to drink and can be sent to school. If your child is asthmatic, remember they may need their blue inhaler more often.

Sore throat, Tonsillitis & Glandular Fever: Children should be given paracetamol, plenty of fluids to drink and can be sent to school.

Diarrhoea & Vomiting: Children can return to school 24 hours after the last episode of diarrhoea or vomiting. If your child was sick due to a bout of coughing, your child will not require time off school.

Conjunctivitis: Children can go to school. They should be encouraged to wash their hands to prevent further spread of infection.

Broken bones / other injuries: Children can still attend school, although a Risk assessment will need completing to help reduce the risk of any further injury. If your child is unable to move between lessons due to their injury they will be placed under the supervision of a Learning Mentor and work will be provided for them to complete so as not to get further behind in their learning.

Should your child need to take medicine whilst at school please complete a medication consent form (available from the Main Reception). Make sure all medication is clearly labelled with your child's name. Medication will then be allocated and monitored by the Health & Welfare Assistant.

Inform the school before 8.35am on every day your child is absent from school due to illness

Absence Line: 01472 502400 Option 1

Please leave a message with the following details:

1. Name of child and year group
2. Reason for absence e.g. headache & temperature.
- Please note 'feeling unwell' will not be considered specific enough information for the illness to be authorised.
3. The date when you expect your child to return to school.

Upon return to school.

1. Parental notes to confirm legitimate absence must be provided promptly on your child's return to school. Failure to provide a written note could result in your child's illness not being authorised.
2. In cases of prolonged illness or disability a medical certificate or other evidence from a doctor (e.g. prescribed medication) may be required.

Illness at school

1. If your child attends school and feels unwell during the school day, the Health & Welfare Assistant will contact you and arrange for you to come and collect your child.

Healing School Attendance Matters



A Science Academy

Making Every Day Count

Every single day that a child is absent from school equates to a day lost for learning. Attendance figures can be misleading. For some parents 90% may seem like an acceptable level of attendance but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year.

That is nearly 4 weeks of school!

There are 175 non-school days per year for holidays and appointments

The Government made amendments to the 2006 Regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 making it clear that schools may not grant leave of absence during term time unless there are exceptional circumstances.

By law, only the school can authorise your child's absence.

Regular and punctual attendance at school is a legal requirement as well as being essential for pupils to maximise their educational opportunities

Attendance - It all adds up!



Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost	
Excellent	100%	190 days	0	0	
	99%	188 days	2	10	
Good	98%	186 days	4	20	
	97%	184 days	6	30	
	96%	182.5 days	7.5	37.5	
Becoming A Concern	95%	180.5 days	9.5	47.5	
Further declining absence may lead to: Tutor speaks with pupil . SEN pupils spoken to by Learning Mentors. Learning co-ordinator speaks	94%	178.5 days	11.5	57.5	
	93%	176.5 days	13.5	67.5	
	92%	175 days	15	75	
Declining Attendance	Cause For Concern	90%	171 days	19	95
	Persistent Absence threshold	89%	169 days	21	105
	Further declining absence may lead to: Educational Welfare Officer involvement Invite to School or Governor Attendance Panels Attendance target monitoring Process Possible Penalty Notice	88%	167 days	23	115
		87%	165 days	25	125
		86%	163 days	27	135
		Serious Cause For Concern	85%	161.5 days	28.5
	Refer to Legal	84%	159.5 days	30.5	152.5
	Possible Court Proceedings	83%	158 days	32	160
82%		156 days	34	170	
81%		154 days	36	180	

Responsibilities of Pupils:

- Attend every day unless ill or have an authorised absence.
- Arrive in school on time.
- Go to all registrations and lessons on time.
- Take responsibility for registering at Pupil Reception if arriving late or are leaving the school site during school hours.
- Provide evidence following an absence or appointment.

Responsibilities of parents and Carers:

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law. Parents and Carers will:

- Inform the school on the first day of absence.
- Inform the school any planned absences (e.g. hospital appointments) well in advance with the appropriate evidence.
- Support the school with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request a leave of absence if it is for an exceptional circumstance. A Leave of Absence form (available from the main reception) must be submitted along with written reasons detailing the exceptional circumstances and returned to Pupil Services.