



HEADLANDS SCHOOL  
SINCE 1965

# Attendance Policy

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## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting good attendance (95%+)
- Reducing absence, including persistent (below 90%) and severe absence (below 50%)
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

Headlands School sees attendance as more than just being physically present, but also playing an active part in the entire school community.

## 2. Legislation and guidance

This policy meets the requirements of the Working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on School attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a student's attendance: guidance for schools

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The governing board is responsible for:

- Setting high expectations of all School Leaders, staff, students and parents;
- Making sure School Leaders fulfil expectations and statutory duties, including:
  - a) Making sure the school records attendance accurately in the register, and shares the required information with the DfE and Local Authority;
  - b) Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs. Good school attendance is key to academic success.
- Regularly reviewing and challenging attendance data and helping School Leaders focus improvement efforts on individual students or cohorts who need it most.
- Working with School Leaders to set goals or areas of focus for attendance and providing support and challenge.
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting student's needs.
- Where the school is struggling with attendance, working with School Leaders to develop a comprehensive action plan to improve attendance.
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - a) The importance of good attendance so that absence is almost always a symptom of wider issues;
  - b) The school's legal requirements for keeping registers;
  - c) The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
- Holding Designated Safeguarding Lead (DSL) Mrs Westcott (FWE) to account for the implementation of this policy;
- Mrs P Gascoigne is our Governor link for attendance and safeguarding.

#### **3.2 The Executive Headteacher**

The Executive Headteacher is responsible for:

- Ensuring the implementation of this policy at the school;
- Supporting the DSL with monitoring the attendance of students;
- Monitoring the impact of any implemented attendance strategies;
- Signing off Fixed-Penalty Notices.

### 3.3 The Head of School

The Head of School is responsible for:

- Supporting the implementation of this policy;
- Supporting staff with monitoring the attendance of individual students;
- Monitoring the impact of any implemented attendance strategies;
- Working with the parents of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers;
- Communicating with the Local Authority when a student with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the student's needs;
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents through all available channels.

### 3.4 The Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Leading attendance across the school;
- Offering a clear vision for attendance improvement;
- Evaluating and monitoring expectations and processes;
- Monitoring school-level absence data and reporting it to Governors;
- Having an oversight of data analysis;
- Devising specific strategies to address areas of poor attendance identified through data;
- Line Managing the Attendance team to ensure calls and meetings with parents are held to discuss attendance issues and to ensure targeted intervention and support is provided.

The DSL responsible for attendance is Mrs Westcott and can be contacted via 01262 676198 or [admin@headlandsschool.co.uk](mailto:admin@headlandsschool.co.uk)

### 3.5 The School Education Welfare Officer

The School Education Officer is responsible for:

- Completing Decision Summary Record Meetings for the Local Authority Education Welfare Officer;
- Completing Home Visits for students who have not attended school for 3 days and no contact with parent / carer has been made.

The School Education Welfare Officer is Mrs K Wrightson and can be contacted via 01262 676198 or [attendance@headlandsschool.co.uk](mailto:attendance@headlandsschool.co.uk)

### 3.6 The Attendance Officers

The Attendance Officers are responsible for:

- Taking calls from parents about absence on a day-to-day basis and record it on the school system;
- Transfer calls from parents to Year Leaders / Pastoral Managers in order to provide them with more detailed support;

- Reporting concerns about attendance to the DSL;
- Completing Fixed Penalty Notices and 10 in 10 Notices to the Local Authority Education Welfare Officer;
- Completing and Reviewing Attendance Contracts with parents and / or Attendance Action Plans. Please see Appendix 3 for more information.

The Attendance Officers are Miss C Howarth and can be contacted via 01262 676198, ext. 231 or Mrs J Barker on 01262 676198, ext. 208 or alternatively parents can email [attendance@headlandsschool.co.uk](mailto:attendance@headlandsschool.co.uk)

### **3.7 The Year Leaders**

The Year Leaders are responsible for:

- Seeking first day contact with parents between 8.45am and 9.45am when a student fails to attend Headlands School without providing a valid reason.
- Clarifies with the Attendance Officers which Attendance Letters to send to which parents on a weekly basis.
- Liaises with Attendance Officers to monitor attendance for students who are on Attendance Contracts and those that have been issued Fixed Penalty Notices.

### **3.8 Form Tutors**

Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Edulink. Morning registers are completed at 8.30am.

Form Tutors are responsible for celebrating “good” attendance and talking to students whose attendance is “less than good” about the reasons why and recording this information on CPOMS as it may help to identify barriers to attendance early.

### **3.9 Parents**

Parents are responsible for:

- Making sure their child attends school every day and to each lesson on time;
- If their child is going to be absent, parents should call the school to report their child’s absence before 9:00 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- These calls should be done by either calling the Attendance Team on 01262 676198 Ext 208 or 231, emailing Attendance at [attendance@headlandsschool.co.uk](mailto:attendance@headlandsschool.co.uk) or emailing via Edulink.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

### **3.10 Students**

Students are responsible for:

- Attending school every day on time.

## **4. Recording Attendance**

### **4.1 Attendance Register**

We will keep an Attendance Register in SIMS and place all students onto this register.

We will take our Attendance Register at the start of the first session of each school day and every lesson following this. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the Attendance Register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- For students in Years 7 to 13, whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the Attendance Register for 3 years after the date on which the entry was made.

Students must arrive in school and be in their Form Tutor Room by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 9.15am. The register for the second session will be taken at 12.05pm and will be kept open until 12.30pm.

### **4.2 Unplanned Absence**

The student's parent / carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am by calling or emailing the school Attendance Office as detailed in Section 3.9.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness or absence is in doubt, the school will ask the student's parent / carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness or absence the absence will be recorded as unauthorised. Please see appendix 2 for NHS guidance relating to school absence.

Students with more than 10 sessions (5 days) of unauthorised absence in a 10 week period will be referred to Education Welfare Officers for consideration of a 10 in 10 Fixed Penalty Notice.

### **4.3 Planned Absence**

**Attending a medical or dental appointment will be counted as authorised as long as the student's parent / carer notifies the school in advance of the appointment, evidence of the appointment should also be provided.**

Parents should call or email into the Attendance Officers to inform them of the planned absence. Students can also bring medical letters or appointment cards to the Attendance Office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to Section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and Punctuality**

A student who arrives:

1. Late before the register has closed will be marked as "Late" using the appropriate code
2. After the register has closed will be marked as "Absent" using the appropriate code

Issues around punctuality are sanctioned with an After School Detention. Students receive 1 detention during the week for:

- 2 late marks to school (Mon-Fri)
- 5 late marks to lessons (Mon-Fri)

Students receive a further detention for:

- 4 late marks to school (Mon-Fri)
- 10 late marks to lessons (Mon-Fri)

### **4.5 Following up Unexplained Absence**

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the student's parent / carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school will contact Education Welfare at ERYC by completing a Child Missing in Education Form and / or contact East Riding Safeguarding Partnership if the child is on either a Child in Need or Child Protection Plan.
- Identify whether the absence is approved or not.



- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 1 working day after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- Where there are concerns as to the safety or welfare of a child, because families cannot be reached for 3 days, the school will endeavor carry out a home visit.

#### 4.6 Reporting Attendance to Parents / Carers

The school will regularly inform parents about their child's attendance and absence levels via written reports, letters and Edulink.

### 5. Authorised and Unauthorised Absence

#### 5.1 Approval for term-time absence

The Executive Headteacher can only grant a leave of absence to a student during term time if they consider there to be "exceptional circumstances" in line with Department for Education guidance (DfE).

"Exceptional circumstances" could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Executive Headteacher agrees to consult with the Principal Education Welfare Officer prior to any authorisation being given to the parent. The East Riding of Council Principal Education Welfare Officer will discuss each case with the Executive Headteacher and will make a recommendation on the proposed absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website.

The Executive Headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only

when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision.

## 5.2 Legal Sanctions

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or Fixed Penalty Notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the Local Authority.

Penalty Notices can only be issued by the Local Authority or the Police.

The decision on whether or not to issue a Penalty Notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year, for example 10 sessions of absence in a 10-week period;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded student is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

Penalties can include fines up to £2,500 for each parent, consideration of a parenting order or a period of imprisonment.

The Education Welfare Service is a key source of help and support; therefore, it is very important that you speak with them at the earliest opportunity if you have any problems securing your child's attendance. The school and the Education Welfare Service will give you advice and support to help you fulfil your responsibility to secure improvement in your child's attendance. If you wish to make contact with your Education Welfare Officer, please contact them using the methods below:

**Education Welfare Service**, County Hall, Beverley, HU17 9BA, East Riding of Yorkshire  
Tel: (01482) 392146 Email [education.welfare@eastriding.gov.uk](mailto:education.welfare@eastriding.gov.uk)

## 6. Strategies for promoting attendance

Good attendance and punctuality is rewarded regularly at Headlands School. Students are rewarded with:

5 achievement points for each week that they have 100% attendance

5 achievement points for each week that they have 100% punctuality to lessons

Achievement points based on each milestone "streak" for attendance

Achievement points based on each milestone "streak" for punctuality

Rewards assemblies

More information on Rewards can be found in Appendix 2.

## 7 Monitoring attendance

### 7.1 The school will:

- Monitor attendance and absence data daily, weekly, half-termly, termly and yearly across the school and at an individual student level;
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Governing Body.

### 7.2 Analysing attendance

The school will:

- Analyze attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to Form Tutors and other school leaders, to facilitate discussions with students and families;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

### 7.4 Reducing persistent and severe absence

*Persistent absence* is where a student misses 10% or more of school, and *severe absence* is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of *persistent* and *severe absence*
- Hold regular meetings with the parents of students who the school (and / or Local Authority) considers to be vulnerable, or are *persistently* or *severely* absent, to discuss attendance and engagement at school;
- Provide access to wider support services to remove the barriers to attendance, for example Early Help and Youth Family Support.
- Letters will be written to alert families to falling attendance and attendance that is a cause for concern - for example when it drops below 94.9%, 94%, 92% and 90%. Parents will be invited to attend an Attendance Contract Meeting by a Headlands School Attendance Officer. This will be utilised for all students who drop below 94%. Where student attendance drops below 92% parents will be invited to attend a Decision Summary Record Meeting by Headlands School Education Welfare Officer. More information on these processes can be found in Appendix 3.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum of 1 year by the Executive Head and the Designated Safeguarding Lead. At every review, the Policy will be approved by the Governing Body.

## **9. Links with other policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour for Learning Policy

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
D	Dual registered	Student is attending a session at another setting where they are also registered
E	Excluded	Student has been excluded but no alternative provision has been made

I	Illness	School has been notified that a student will be absent due to illness
J	Interview	Student has an interview with a prospective employer/educational establishment
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section
M	Medical/dental appointment	Student is at a medical or dental appointment
Q	Unable to attend the school because of a lack of access arrangements	A pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session

Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school
<b>Unauthorised absence</b>		
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **Appendix 2: NHS Guidance**

We refer to and use the following NHS information as a guide when authorising absence from school

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/exclusion-table>

### **Is my child too ill for school?**

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't.

If you do keep your child at home, it's important to phone the school on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

### **Other illnesses**

Follow this advice if your child does not have coronavirus symptoms or they had a test and it was negative (they do not have coronavirus).

#### **Coughs and colds**

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

Encourage your child to throw away any used tissues and to wash their hands regularly.

#### **High temperature**

If your child has a high temperature, keep them off school until it goes away.

#### **Chickenpox**

If your child has chickenpox, keep them off school until all the spots have crusted over.

This is usually about 5 days after the spots first appeared.

#### **Cold sores**

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.



## **Conjunctivitis**

You don't need to keep your child away from school if they have conjunctivitis.

Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

## **Coronavirus (COVID-19)**

Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature
- do not feel well enough to go to school or do their normal activities

If they have mild symptoms and they feel well enough, they can still go to school.

## **Ear infection**

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

## **Hand, foot and mouth disease**

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off.

Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

## **Head lice and nits**

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

## **Impetigo**

If your child has impetigo, they'll need treatment from a GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment.

Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

## **Ringworm**

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

## **Scarlet fever**

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks.

Your child can go back to school 24 hours after starting antibiotics.

## **Slapped cheek syndrome (fifth disease)**

You don't need to keep your child off school if they have slapped cheek syndrome, because once the rash appears, they're no longer infectious.

If you suspect your child has slapped cheek syndrome, take them to see a GP and let their school know if they're diagnosed with it.

## **Sore throat**

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away.

A sore throat and a high temperature can be symptoms of tonsillitis.

## **Threadworms**

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

## **Vomiting and diarrhea**

Children with diarrhea or vomiting should stay away from school for 2 days after their symptoms have gone.

### Appendix 3: Attendance Interventions

<b>Above 95%</b>	<ul style="list-style-type: none"> <li>Students over 95% qualify to attend reward/enrichment trips</li> <li>Weekly Senior Team prizes for identified students with 100% attendance</li> <li>Weekly draw for £5 Amazon Voucher, for students, for 100% attendance that week</li> <li>Letters/texts home acknowledging excellent attendance</li> <li>½ Termly Year Leader rewards for all students with 100%</li> <li>½ Termly Pastoral Manager attendance draw prizes for 100%</li> </ul>
<b>Below 94.9%</b>	<ul style="list-style-type: none"> <li>Letter sent to Parents/Carers as soon as students drop below 95%, medical evidence requested to authorise subsequent absences and parents/carers requested to encourage students to attend with minor illnesses.</li> </ul>
<b>Below 94%</b>	<ul style="list-style-type: none"> <li>Parents/Carers invited to an Attendance Contract Meeting by Attendance Officers. Students present for the meeting. A meeting will be held in parents / carers absence if they do not attend after two attempts to arrange an Attendance Contract meeting. If parents / carers don't attend an Attendance Contract Meeting, the Attendance Officer will complete an Attendance Action Plan.</li> <li>In both the Attendance Contract and / or the Attendance Action Plan attendance targets of 2 weeks are set, the link between attendance and attainment is discussed, subject progress/concerns obtained from teachers prior to meeting and shared with parents/carers and students. Questions regarding medical/peer issues - plan of support identified as appropriate. Minutes and Attendance Contract sent by email after the meeting.</li> <li>If a student passes the targets set in the Attendance Contract and / or the Attendance Action Plan a letter is sent to parents/carers by the Attendance Officer acknowledging improvement.</li> <li>Absences not authorised without medical evidence.</li> </ul>
<b>Below 92%</b>	<ul style="list-style-type: none"> <li>If no improvement during or after the Attendance Contract and / or Attendance Action Plan, Parents / Carers are invited to an Education Welfare Officer Attendance Meeting where a Decision Summary Record (DSR) will be completed. It will be Chaired by the schools Education Welfare Officer. Parents/Carers are made aware that this is the last meeting before a prosecution referral to the Local Authority Education Welfare Officer is made should there be no immediate and / or maintained improvement over 4 weeks.</li> </ul> <p><b>LEGAL PATHWAY 1</b> - Penalty Notice Warning Letter sent to parents/carers if student has incurred 10 sessions of unauthorised absence (including holidays) in a 10 week period AND parental DSR Education Welfare Officer meeting has been held.</p> <p>Or...</p> <p><b>LEGAL PATHWAY 2</b> - Education Welfare Officer Attendance Meeting DSR emailed to Parents / Carers and the Local Authority Education Welfare Service 4 weeks after the DSR meeting.</p>
<b>Below 90%</b>	<ul style="list-style-type: none"> <li>As 92%</li> </ul>

## Attendance Action Plan

Daily Actions and by whom	Additional Information	Impact
Tutor Group attendance figures	Send to all Tutors in daily Tutor PPT. Provided in Pastoral Portal. Percentage figures for each year group and whole school overall percentage.	Daily monitoring of above 95% per student. Raises the profile of each year group comparisons. Intervention and questions targeted for those year groups below. Figures can be compared against national figures.
Punctuality	School gates shut at 8:30. Warnings for students arriving up to 8:35. Lateness recorded, tracked and sanction applied.  Lateness is 8:36 onwards, students arrive at the Attendance Office. Detention issued for the following day, parents contacted.	Weekly lateness reports run, trends are spotted and shared with line management. Interventions and strategies in place for individuals. Teamwork and supporting students to be prepared and ready for their lessons.
Home Visits	Designated Safeguarding Lead to identify which students needed a home visit by break and then decisions made where and when to go that day. If a second visit is needed, the SLT and Pastoral Managers to support.	EWO intervention to clarify reasons for absence, identify further steps with process towards DSR. Identify any other issues i.e safeguarding. SLT, Pastoral Managers and Year Leaders to support for additional impact.
Registers are checked for completion within 5 minutes of each lesson. Period 1 and 4 checked as a priority.	Monitor registers of staff and send email reminders for completing on time. Radio E-Cover to visit classrooms ASAP if not completed or there is a query. Trends of staff registers incomplete, or mistakes made, Human Resources to intervene.	Check attendance is correct for all students before Parents / Carers are informed. Safeguarding issues are prevented and intervention required for absent students to class.