



### *Meeting Individual Needs*

Update implementation: September 2025

Review: September 2026

## **A Framework for a Whole-School Attendance Policy**

The framework for a whole-school attendance policy is based on the 5 'Ps'

- Philosophy
- Principles
- Procedures
- Performance
- Practice

### **Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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 School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

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

### **Philosophy**

The school aims to work with families to:

- Listen.
- Understand.
- Work out reasons for children not attending.
- Work with families to support and engage with other services if needed for support.

- Work out a plan so to improve attendance and resolve concerns

Haughton School is committed to providing a full and efficient educational experience to all children. We believe that, if children are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all children. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our children.

Our school will give a high priority to conveying to parents/carers and children the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance and punctuality.

If there are problems which effects a child's attendance we will investigate, identify and strive in partnership with parents/carers and children to resolve these problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at always returning the child to full attendance.

At Haughton school we believe that improving attendance is everyone's responsibility all school staff, the Governing Board, the local authority, parents/carers, other local partners. (see Appendix 2 – DfE, Working together to improve attendance, August 2024).

Regular attendance is a pre-requisite to a good education and securing it is therefore a high priority for Haughton School, as well as the governing board. It is also vital that it is a high priority for parents/carers and children. By failing to attend school the value of the education provided is diminished.

## **Principles**

The school will:

- Ensure that all staff are aware of the registration procedures and receive information/ training on registration regulations and education law.
- Stress to parents/carers the importance of contacting school early on the first day of absence.
- Reward good and improved attendance of all children.
- Promote positive staff attitudes and welcome children back from any period of absence positively and promote the importance of attendance.
- Consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy.
- Ensure regular evaluation of attendance procedures by senior leaders and the school governors.
- Update the school website with any attendance related issues.
- Work towards ensuring that all children feel supported and valued. We will send a clear message to parents/carers that if a child is absent, she/he will be missed.
- Have in place procedures which allow the child to catch up on missed work without disrupting the learning of other class members. Remote learning opportunities can be considered if necessary.

- Take responsibility for Children not Receiving Education (CNRE), so that Haughton School is in regular contact with the child and parent/carer, ensuring the child's safety, working together so that the child can resume full-time education.
- Monitor and regularly review those children subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full-time attendance at school,
- Work closely with the Educational Welfare Officer (EWO), to support children and parents/carers in accessing full-time education. There are regular meetings scheduled between the Head Teacher and EWO to discuss cases and implement actions.
- Haughton School will have regard to the statutory guidance 'Keeping Children Safe in Education' 2025 when making arrangements to safeguard and promote the welfare of children. Haughton School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.
- Where reasonably practicable, every child on roll at Haughton School will have an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the child normally resides.

## **Procedures**

### **Types of Absence:**

Where children of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Only the school, not parents/carers, can authorise absence. For a full list of absence codes please see appendix 3.

- Authorised: where the school approves the child's absence.
- Unauthorised: where the school will not approve the child's absence.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the children the importance of their education.

## **Roles and responsibilities**

### **The Headteacher / Attendance Lead**

- Form positive relationships with children and parents/carers.
- Actively promote the importance and value of good attendance to children and their parents/carers.
- Ensure there is a whole-school approach which reinforces good school attendance.
- Ensuring implementation and monitoring of the attendance policy at Haughton School.
- Promote and reward good attendance with children at all appropriate opportunities.
- Monitoring school absence data and reporting it to the governing board.
- Supporting staff with monitoring the attendance of individual children.
- Respond to requests for leave in term time.
- Supporting the issuing of fixed-penalty notices, where necessary.
- Ensure that the curriculum offer meets the needs of the children and is aspirational and engaging to encourage children to attend school.
- Develop a multi - agency response to improve attendance and support children and their families.

## The school's Education Welfare Officer (EWO)

- After discussion / attendance monitoring with the Head Teacher to contact parent/carers regarding the absence of their child.
- Work with the Head Teacher and Attendance officer to monitor attendance data across the school and at an individual child level.
- Work with Haughton School to tackle persistent absence.
- Attend meetings with parents/carers to discuss attendance issues.
- Advise the Headteacher when to issue fixed-penalty notices.
- Work with other agencies to improve attendance and support children and their families.

## Attendance Officer – School Office:

- To record contact from parents/carers regarding their child's absence.
- To contact parents and carers about any unexplained absence and record it on the school system. To ensure that all attendance data is accurately recorded.
- To send a daily overview of the absence of the children to the Head Teacher to ensure proactive measures can be implemented.
- To produce attendance reports as required.
- To Liaise with the EWO.

## All Staff

- Actively promote the importance and value of good attendance to the children and their parents/carers.
- Form positive relationships with children and parents/carers.
- Ensure that all children are registered accurately, and timely.
- Promote and reward good attendance with children at all appropriate opportunities.
- Communicate any concerns or underlying problems that may account for a child's absence to enable a proactive and supportive approach.
- Work with other agencies to improve attendance and support children and their families.
- Provide lessons that meet the needs of the children, that are aspirational and engaging, to encourage children to attend school.

## Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility. We ask our parents/carers to:

- Inform the school on the first day of absence, and any subsequent days after.
- Support the school with their child in aiming for high attendance for each academic year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request leave of absence if it is for exceptional circumstances.
- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Inform the school of any change of circumstances that may impact on their child's attendance.
- To work with the school, or EWO to resolve/alleviate any attendance problems.
- To attend meetings as required in relation to their child's attendance.

We ask our children to:

- Share with us any worries or concerns that they may have.

## **Recording attendance**

### **Attendance register**

We will keep an electronic attendance register and place all children onto this register. We will take our attendance register at the start of each school day and once during the afternoon.

It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil 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 3 for the DfE attendance codes.

We will also record:

- For children of compulsory school age, whether the absence is authorised or not.
- The nature of the activity, where a child is attending an approved educational activity
- The nature of circumstances, where a child is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register until the children leave the school.

The register for the first session will be taken at 9.00am will be kept open until 9.30am.

The register for the second session will be taken at 1.00pm and will be kept open until 1.15pm. The school day starts at 8.45am and finishes at 3.00pm.

## **Unplanned absence**

The Child's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence at the latest by start of school day (9.00am) or as soon as practically possible by calling the school office or emailing school. Parents and carers are asked to do this at the earliest possible time e.g. the previous evening if known.

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 is in doubt or for a prolonged period e.g. over 5 days the school may ask the child'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, the absence will be recorded as unauthorised.

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the child's parent / carer notifies the school in advance of the appointment.

Parents/carers should complete an absence request slip and should attach a copy of appointment letter to the request. These can be obtained through the home-school diary or can be collected directly from the admin office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary. We do understand the complexities for some children in relation to their individual needs and will look at requests on an individual basis. The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### **Lateness and punctuality**

A child who arrives late:

- Before the register has closed will be marked as late, using the L code
- After the register has closed will be marked as absent, using the U code – unauthorised absence
- The School's Attendance Officer follows up on persistent patterns with the aim of identifying the reasons, working with families to support where possible and agreeing plan and expectations for improvement going forward. The information is also reviewed with the LA Attendance Support Officer to support and monitor improvement.

The school understands the individual needs of the children and will work with parents/carers to offer support when a child is consistently late into school.

### **Following up unexplained absence**

When a child who is expected to attend school does not attend, or stops attending without reason, the school will:

- Call the child's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach parents/carers then emergency contacts will be called.
- 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 5 working days after the session(s) for which the child was absent
- Call the parent / carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- The school may request the LA Education Officer visits on first day of absence or within a number of days that a family cannot be contacted to visit home or school staff may complete a visit. This is about the well-being and safety of the family and children.
- The school may liaise with other professionals linked with a family such as Social Care. The police could be called if there are concerns about the child or family's welfare.
- Where appropriate, offer support to the child and/or their parents / carers to improve attendance

- Identify whether the child needs support from wider partners, as quickly as possible, and make the necessary referrals.

## **Reporting to parents**

The school will regularly inform parents about their child's attendance and absence levels. This is done for all children through annual review process or more regularly if attendance patterns need to be explored and to support families.

We understand as a school that there are many sensitive situations related to the children's attendance patterns e.g. linked to complex health issues. The processes are to support the maximum attendance possible based on individuals.

## **Authorised and unauthorised absence**

### **Approval for term-time absence**

The headteacher will only grant a leave of absence to a child during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the child is authorised to be absent for.

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 a term before the absence, and in accordance with any leave of absence request form, accessible via the school website or school office. The headteacher may require evidence to support any request for leave of absence. Parents and carers are advised that permission may not be granted.

Term time holiday requests are unlikely to be agreed unless under exceptional individual circumstances.

The headteacher will only grant a leave of absence to a child during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parent(s) / carer(s) belong(s).
- If necessary, the school will seek advice from the parent's / carers religious body to confirm whether the day is set apart
- Parent(s) / Carer(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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 child is attending educational provision

- If the child is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a child to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the child not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## **Sanctions**

As outlined in this policy, the school will work with parents/carers to ensure that all possible support and actions have been put in place to support a child to attend school and sanctions will be a last resort.

Our school may make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by case basis.

## **Penalty notices**

The local authority can fine parents / carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the Local Authority issues a penalty notice referral, it will check with the school before doing so and send a copy of any penalty notice issued.

Before issuing a penalty notice, the Local Authority/School will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that child.
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent/carer who is liable for the child's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent / care must pay £80 within 21 days, or £160 within 28 days.

If a second penalty notice is issued to the same parent / carer in respect of the same child, the parent / carer must pay £160 if paid within 28 days.



A third penalty notice cannot be issued to the same parent/carer in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. A penalty notice may also be issued where parents / carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the child must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents / carers a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the child attends school

They will include:

- Details of the child's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period.

### **Strategies for promoting attendance**

The school will work with families in a range of ways to promote attendance. The school aim is to:

- Build positive relationships where families can talk to school about any issues that are impacting on attendance so that a plan can be put in place to resolve.
- Work with families/LA to ensure that the provision in the EHCP or other meets medical needs to enable the child to attend.
- Work with families to refer and support engagement with other professionals who may be able to support attendance of the children
- Complete action plans with families on actions that school, other agencies or families commit to enable attendance to improve - provide advice and support for individual children e.g. visual schedules, social stories to support transition.
- Work with families and transport providers to support strategies to assist wellbeing and positive engagement on journeys and transitions.
- Provide individual rewards or charts if this is appropriate for a strategy for an individual child.

- Adopt a personalised approach for each child to promote their attendance e.g. a favoured activity to support a child in transition for the start of a day.

### **Attendance monitoring**

Attendance is monitored:

- Daily to ensure that reasons are known and any actions linked to well-being and safety are taken in a timely and supportive way and linked to individual needs of the children.
- Patterns of attendance for individual or groups over half term, termly and beyond for any patterns or persistent absence and the reasons and context. This involves meetings with relevant staff

Child level absence data will be collected each term and published at a collated 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 board.

Specific child information will be shared with the DfE on request.

### **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Identify children whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to improve attendance**

The school will:

- Provide regular attendance reports to school leaders, Governing Body and LA Education Officers and other linked professionals e.g. linked Social Worker, to facilitate discussions with children 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
- Compare to national and local special school attendance data (this is taking into account the individual needs of the children within the setting)
- Provide targeted support to the children it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families

## **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present and address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents / carers of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school and this will be based on the known individual context of pupils in school. Attendance may also be discussed at meetings that may take place with a family such as CIN with Social Care
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- Implement sanctions, where necessary

## **Performance to improve school attendance**

It is important to set realistic targets for both attendance and persistent/severe absence; these targets will be set during the Autumn term of each academic year. The targets are shared with the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term.

In compiling an Action Plan, the school will review all interventions and evaluate the progress.

When evaluating success, the school will consider whether or not:

- Attendance has improved.
- Persistent and/or severe absence has reduced.
- Punctuality has improved.
- Parental/carer response to absences have improved.
- Re-integration plans, where implemented, have been successful.
- School has been successful in raising the profile of attendance both within the school, the Governing Board and the local community.
- Children are aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.
- Attendance has been included as topics in school assemblies, Personal and Social Education (PHSE) lessons.
- Supporting attendance of children with complex medical needs

## **Practice**

The school will recognise the importance of good practice by:

- Appointing a Governor to oversee attendance within Haughton School.
- Appointing a senior leader responsible for the strategic approach to attendance in school and providing the name and contact details of this person.
- Providing a known contact person (number) for reporting of absence on a day-to-day basis
- Aiming to keep and maintain a minimum of two emergency contacts for each child.

- Working collaboratively with other schools, the LA and other partners to help remove the barriers to attendance that families experience, especially for those families with multiple children who attend different schools.
- Keeping and maintaining registers accurately.
- Maintaining a consistent approach to marking registers.
- Producing half-termly, termly, and full year analysis of attendance data reports.
- Reporting attendance and absence data termly to Governors.
- Regularly (weekly) monitoring and analysing attendance patterns of all children and cohorts but particularly focusing on those nearing persistent absence thresholds and/or those with severe or persistent absence.
- Ensuring prompt follow-up action in cases of non-school attendance.
- School staff liaising closely with the school's Attendance Team when required.
- Recording (and retaining) carefully, all telephone messages.
- Ensuring that a signed copy of any correspondence is retained by the school.
- Closely monitoring any child on a modified timetable with a view to returning the child to full-time attendance as soon as possible.
- Making a referral to the AST (the Attendance Support Team) for intervention using the appropriate electronic ASTR forms.

#### **Links to other policies.**

This attendance policy should be read in conjunction with the following policies:

Keeping Children Safe in Education 2024

Child Protection and Safeguarding Policy

Accessibility Policy

Supporting Pupils with Medical Conditions Policy

Admissions Policy

Behaviour Policy

Curriculum Policy

Mental Health and Wellbeing Policy

Teaching and Learning Policy

## Exclusion table

This guidance refers to public health exclusions to indicate the time period an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to 'exclusion' as used in an educational sense.

Athlete's foot	None	Individuals should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores
Conjunctivitis	None	If an outbreak or cluster occurs, <a href="#">contact your local UKHSA health protection team</a>
Respiratory infections including coronavirus (COVID-19)	Individuals should not attend if they have a high temperature and are unwell.  Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Individuals can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A.  For more information, see <a href="#">Managing outbreaks and incidents</a> .
Diphtheria*	Exclusion is essential.  Always contact your <a href="#">local UKHSA health protection team</a>	Preventable by vaccination. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your <a href="#">local UKHSA health protection team</a>
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your <a href="#">local UKHSA health protection team</a> .  For more information, see <a href="#">Managing outbreaks and incidents</a>
Glandular fever	None	

Hand foot and mouth	None	Contact your <a href="#">local UKHSA health protection team</a> if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your <a href="#">local UKHSA health protection team</a> will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact.  Contact your <a href="#">local UKHSA health protection team</a> for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR.  Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination.  Your <a href="#">local UKHSA health protection team</a> will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your <a href="#">local UKHSA health protection team</a> will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread.

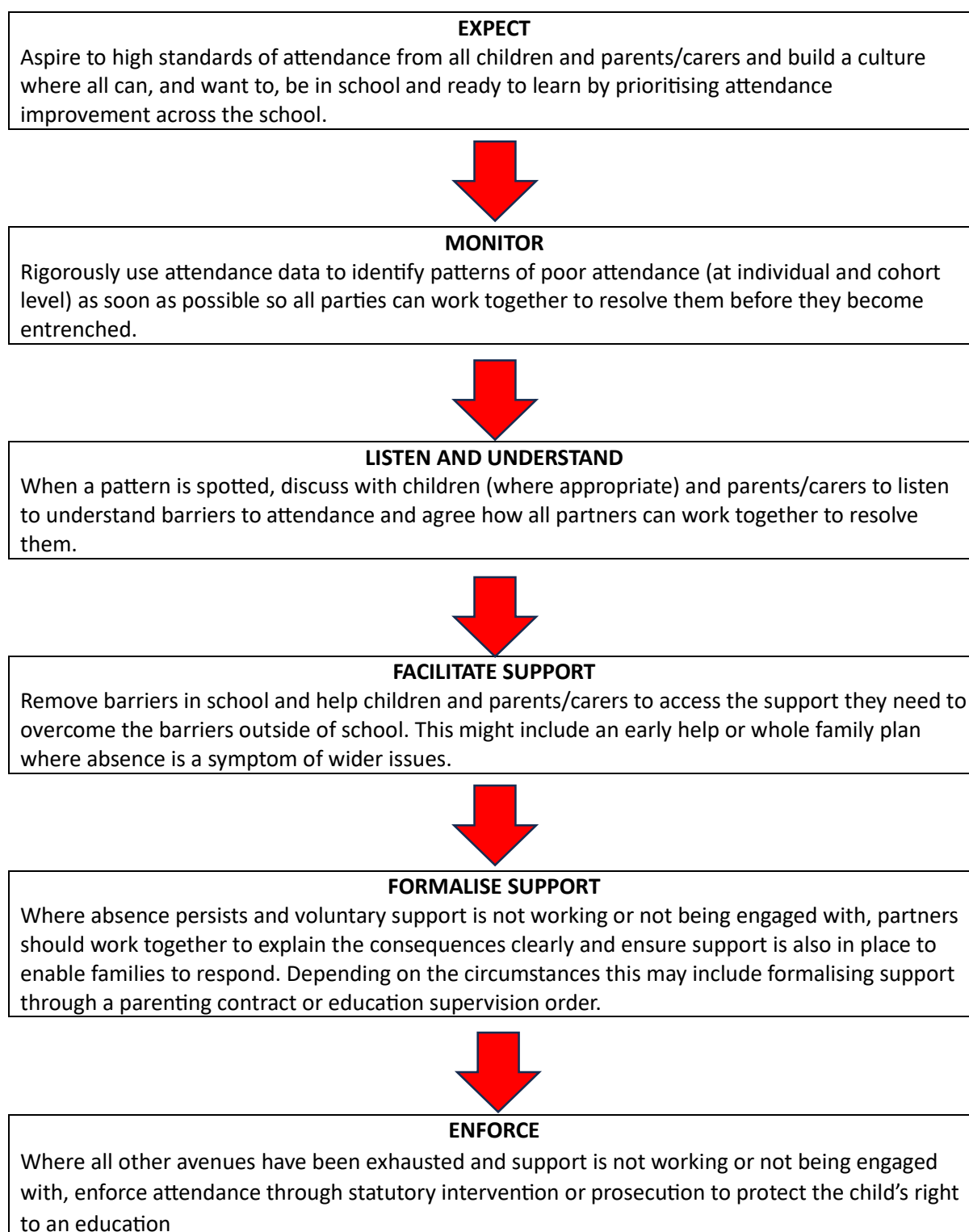
		Contact your <a href="#">local UKHSA health protection team</a> for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your <a href="#">local UKHSA health protection team</a>
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	<p>Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB.</p> <p>Exclusion not required for non-pulmonary or latent TB infection.</p> <p>Always contact your <a href="#">local UKHSA health protection team</a> before disseminating information to staff, parents and carers, and students.</p>	<p>Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread.</p> <p>Your <a href="#">local UKHSA health protection team</a> will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.

Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	<p>Preventable by vaccination.</p> <p>After treatment, non-infectious coughing may continue for many weeks.</p> <p>Your <a href="#">local UKHSA health protection team</a> will organise any contact tracing.</p>
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### **Working together to improve attendance (taken from 'Working together to improve attendance' guidance page 8)**

Successfully treating the root causes of absence and removing barriers to attendance at home, in school or more broadly, requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



**Attendance Codes**

Code /\: Present at the school / = morning session \ = afternoon session

Code B: Attending any other approved educational activity

Code C: Leave of absence for exceptional circumstance

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code D: Dual registered at another school

Code E: Suspended or permanently excluded

Code G: Holiday not granted by the school

Code I: Illness (not medical or dental appointment)

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code K: Attending education provision arranged by the local authority

Code L: Late arrival before the register is closed

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code P: Participating in a sporting activity

Code Q: Unable to attend the school because of a lack of access arrangements

Code R: Religious observance

Code S: Leave of absence for the purpose of studying for a public examination

Code T: Parent travelling for occupational purposes

Code U: Arrived in school after registration closed

Code V: Attending an educational visit or trip

Code W: Attending work experience

Code X: Non-compulsory school age pupil not required to attend school

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

**What does the percentage mean? How many days has my child missed?**

Attendance during one school year	Equals approximately this number of days absent	Which is approximately this many weeks absent	Which is approximately this number of lessons missed
95%	9	2	50
90%	19	4	100
85%	29	6	150
80%	38	8	200

### Guidance Notes for Parents/Carers requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send to the Headteacher the request form below. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that leave should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave in term time the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -
  - the **exceptional** circumstances stated that have given rise to the request;
  - the age of the child;
  - the stage of the child's education and progress and the effects of the requested absence on both elements;
  - the overall attendance pattern of the child;
  - the nature of the visit.
  - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence
  - whether the same visit could be taken during the 13 weeks school is closed to pupils?
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
6. Should the school decide to grant the leave but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
7. Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

**Request for Leave during Term Time (Example request form)**

Date.....

To: ..... The ..... Headteacher  
of: .....(School)

I request permission for leave in term time from school for my child:

(full name)

.....  
.....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer)..... and (parent/carer).....

The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) .....

.....  
.....

**Name of 1<sup>st</sup> Parent/Carer(s)** ..... **Signed** .....

Current  
address.....

Mobile No:.....

**Name of 2<sup>nd</sup> Parent/Carer(s)** ..... **Signed** .....

Current  
address.....

Mobile No:.....

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

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**For Office Use Only**

Date request for leave in term time received by school

.....

Current Attendance.....% Last Year's

Attendance.....%

Number of school sessions previously taken as leave in term time

.....

Re: **Siblings:** other schools confirmed? .....

What action are other schools taking? .....

.....

.....

**Leave in term time Agreed/Not Agreed**

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

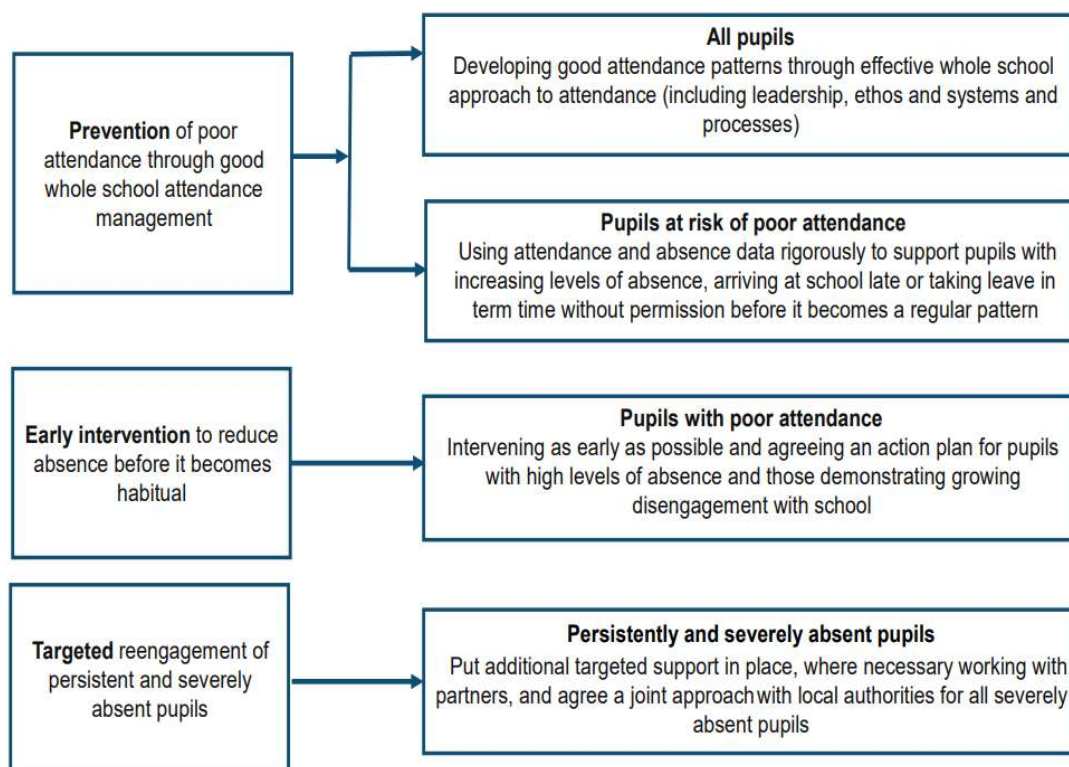
Signed ..... Job Title.....

Print Name ..... Date .....

Notification of decision: Date letter sent to parent

.....

Any notes:

**Effective school attendance improvement and management**

**Providing support first before attendance legal intervention**