

# Attendance Policy

The Chantry School



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# Contents

1. Aims.....	2
2. Legislation and guidance .....	2
3. School procedures .....	3
4. Authorised and unauthorised absence .....	4
5. Strategies for promoting attendance .....	6
6. Attendance monitoring .....	6
7. Roles and responsibilities .....	7
8. Monitoring arrangements .....	8
9. Links with other policies .....	8
Appendix 1: Attendance codes.....	9
Appendix 2: A Parent guide to attendance .....	11

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## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

All pupils should aim for 100% attendance, arrive on time, in full school uniform and be ready to learn. Missing any time from school will impact on learning, disrupt teaching and can have a serious effect on a child's future. This is a successful school and every pupil makes an important contribution to our school community. We aim to create an environment which enables and encourages all of our community members to reach for excellence and achieve their full potential. For this to happen and for pupils to benefit from every opportunity to flourish they need to attend school every day.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## 3. School procedures

### 3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

Registration will be taken at the start of the first session of each school day and once during the second session. Registers are also taken for each lesson during the day. It will mark 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 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:40am on each school day, pupils are allowed into the buildings from this time.

The register for the first session will be taken at 8:50am and will be kept open until 9:00am. The register for the second session will be taken at the start of afternoon lessons i.e. at 1:20 pm and will be kept open for 10 minutes. School ends at 3:20pm.

### 3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:00am or as soon as practically possible (see also section 6). Parents should call each subsequent day the child is absent from school.

*Telephone: 01886 887105 or email: [attendance@chantryschool.com](mailto:attendance@chantryschool.com) or use Edulink App*

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents 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 and parents will be notified of this.

### 3.3 Medical or dental appointments

We encourage parents to make medical and all routine dental appointments out of school hours where possible. And only where this is not possible should the pupil be taken out of school, and for the minimum amount of time necessary.

Missing school for a medical or essential dental appointment is counted as an authorised absence; however advance notice and medical evidence (appointment letter or appointment card) is required to authorise these absence. Pupils should provide the medical evidence when signing in / out or in advance of the appointment day.

*Telephone: 01886 887105 or email: [attendance@chantryschool.com](mailto:attendance@chantryschool.com) or via Edulink App.*

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code. All absences require an explanation.

Persistent lateness to school, arriving after 8:50am may include the pupil serving detentions to make up lost time, work being caught up during social times or at home. Ongoing concerns may be referred to the Education Welfare Service.

Punctuality to lessons throughout the day is equally important and persistent lateness to lessons will result in detentions where pupils will make up the time lost.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

First day calling is used for all pupils, the contact names, telephone numbers, mobile numbers and email addresses are kept by the Attendance Officer. Calls will be made by the attendance officer, however please do inform the school of any planned absence in advance and any unplanned absence as close to 8:50 am as possible.

### 3.6 Reporting to parents

Attendance is routinely reported in school reports.

Attendance certificates (a log of attendance and absence) are issued when any concern is raised.

Parents can access attendance data for their child via Edulink.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define '**exceptional circumstances**' as events unlikely to occur again during a child's time at the school and unable to be accessed during the school holidays.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical / essential dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils 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 pupil is attending educational provision.

- Attending an interview, educational visit, vocational course, or approved sporting participation.

Absence thresholds trigger a number of different responses that will vary case by case but as a general rule: Attendance between 97% and 100% requires no support or intervention, all pupils are expected to achieve at least 97%.

Attendance between 93% and 96.9% will be monitored by the Head of Year, and support may be offered. A warning letter may be sent alerting parents that absence levels are becoming a cause for concern.

Attendance between 90% and 92.9% requires intervention, absence patterns will be closely monitored on a weekly basis by the Assistant Headteacher, there may be an attendance plan put in place, medical evidence may be required for any absences, outside agencies may become involved.

Attendance below 90% is classed as 'persistent absence' this may involve a referral to the Education Welfare Officer for specific intervention to improve attendance and avoid prosecution.

## 4.2 Legal sanctions

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

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to Worcestershire local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil 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 the parent or withdraw the notice.

## 4.3 Non-attendance

It is a legal duty parents ensure their children of compulsory school age attend regularly. If a child is medically **not fit to attend school**, medical evidence from a consultant stating in writing 'that the pupil is not medically fit for school' will be required.

The school will not provide on-line learning or work to be completed at home. There is no substitute for being in the classroom, working from home is not an option and is counter-productive to ensuring regular attendance. "Headteachers must accept requests for full-time home-schooling, but can refuse to allow part-time home-schooling" (Gov.UK). 'The exception to this is where a child is isolating due to covid, where it is explicitly permitted under *The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity (No.2) Direction*. This is a measure that supports a short-term absence with a full return to school immediately afterwards'

"School avoidance allows a child to escape distressing aspects of school which may provide immediate short-term relief but does not address the non-attendance but promotes it. Returning to school becomes harder and less likely, pupils who do not attend school fall further behind academically and become socially disconnected. In addition, the pupil does not learn it is possible to manage school-based anxiety and other daily challenges" (Harvard Medical School).

Short-term non-attendance will result in a home / school attendance plan to reintegrate the pupil back into full time school. This may take the form of a part-time timetable for a short-fixed time, with a planned increase back to full time.

Pupil support can provide an attendance mentor for pupils to speak to and seek support to help with their return to school. As part of a reintegration meeting a PSP (Pastoral Support Plan) may be created.

Longer-term non-attendance supported by a consultant's letter stating the child 'is not medically fit for school' will be supported with a referral for MET (Medical Education Team) intervention. During MET provision an attendance plan is created to ensure a successful reintegration to school happens when appropriate.

If **no consultant level medical evidence is provided**, a home / school attendance plan to reintegrate the pupil back into full time school can be considered. A part-time reintegration timetable for a fixed short-term period of time can be used to support the pupil back to full-time attendance.

If **no consultant level medical evidence is provided**, and the attendance plan does not support improvements in attendance, a referral will be made to the Education Welfare Officer. After 10 school days of non-attendance a CME (Child Missing from Education) referral will be made to Worcestershire Children First. After 15 school days of non-attendance a referral will be made under Section 19 of the Education Act 1996 which places a duty on Local Authorities (LA's) to make suitable alternative education for children of statutory school age who cannot attend school because of illness, exclusion or for any other reason.

Safe and well Checks will be completed for pupils absent from school due to long term non-attendance / school avoidance / Medically approved absences. This will take the form of either a daily telephone call or home visit. Pupils engaging with alternative provision, such as MET will follow the protocols set out at the start of the provision with regular achievement and welfare meetings. Currently MET and ContinuPlus AP hold progress meetings half termly and inform our attendance officer daily of any non-attendance.

## 5. Strategies for promoting attendance

Helping to create a pattern of excellent attendance is everyone's responsibility, parents, pupils, and school.

Parents have a duty to ensure their children attend school punctually every day. Parents should ensure that routine appointments are made out of school hours. Unavoidable medical appointments that occur during the school day should mean a pupil is able to attend either before or after the appointment. Parents should encourage their child to be resilient and learn the difference between feeling a little under the weather or tired and actually not being fit for school. If there are any reasons for a pupil not wanting to attend school or if a pupil is reluctant to come to school, early contact must be made with the appropriate Head of Year.

Pupils should aim for 100% attendance by attending school every day, on time and in full school uniform. Pupils should be ready to learn, have the necessary equipment and any work needing to be handed in. Pupils should ensure they arrive at lessons on time. If a pupil arrives late to school they must sign in at reception immediately to be issued with a late slip. Any absence notes should be handed in to reception without delay.

School will actively monitor pupil attendance and punctuality daily. We will communicate with home through our first day calling procedure. We will regularly report attendance and punctuality to parents. We will recognise good attendance and we will act upon poor attendance.

See also Appendix 2

## 6. Attendance monitoring

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents should call each day the child is absent from school.

If a pupil's absence goes beyond five days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continues to rise, we will consider involving the education welfare service.

If a pupil's absence reaches ten continuous school days missed we have a statutory duty to inform Worcestershire Local Authority that the pupil is CME (Child Missing in Education).

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

Pupil level absence data is used in fortnightly discussions within the Pastoral team to identify patterns and trends of absence and where additional support may be required. We also focus on groups of pupils by year group, and those pupils that qualify for Pupil Premium.

## **7. Roles and responsibilities**

### **7.1 The Governing Body**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **7.2 The Headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **7.3 The Attendance Officer**

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the assistant headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

### **7.4 The Assistant Headteacher**

The assistant Headteacher is responsible for the monitoring of pupil attendance with the attendance officer on a fortnightly basis. To determine any attendance plans in consultation with the attendance officer and other members of staff and the Education Welfare Officer. To ensure Heads of Year are aware of attendance issues and act accordingly.

### **7.5 The Heads of Year**

Heads of year will be aware of the attendance of the pupils in their year group and celebrate successful attendance and improving attendance. Heads of Year will act as early intervention for pupils whose attendance falls below 96.9% in the first instance. They may contact home, initiate a pupil conversation or offer support for specific attendance concerns. Heads of Year will keep the attendance officer updated on information about non-attendance. Pupil Premium pupils will be highlighted and Heads of Year will initiate a back to school conversation and offer support for the pupil in catching up with missed work.

### **7.6 Class Teachers and Form Tutors**

Class teachers and form tutors are responsible for the accurate and timely recording of attendance on a lesson by lesson and daily basis, using the correct codes, and submitting this information to the school systems.

Class teachers are not expected to provide work for pupils who are absent from school. Class teachers should assist a pupil on their return to school following an absence to catch-up any missed work. Class teachers do not set work for long term absentees. The exception to this will be for pupils who are isolating due to covid. Please see separate Remote Learning policy.

Class teachers must set work for excluded pupils for any period of fixed term exclusion and the first five days of a permanent exclusion.

### **7.7 Office / Reception Staff**

Office/reception staff are expected to take calls from parents about absence and record it on the school system.

### **7.7 Pupils**

Pupils have a responsibility to attend school every day and aim for 100% attendance. They should make an effort to attend school, even when they feel under the weather knowing they will feel better as the day goes on. Pupils should ensure they are fit for school by making sure they have sufficient sleep and are prepared for a day of school work. Pupils should seek support from school staff if anything might prevent them from attending school. Pupils have a responsibility to approach their teachers and ask for the work they missed while absent and to catch-up on any missed work and homework.

### **7.8 Parents**

Parents have a responsibility to ensure their child attends school every day. Pupils should aim for 100% attendance and parents should facilitate this by not arranging appointments, holidays and time off for other unauthorised reasons during term time. Parents should help to build resilience in their children to know the difference between feeling under the weather and not being fit for school. Parents should communicate with the school as early as possible regarding a child's non-attendance.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Assistant Headteacher. At every review, the policy will be shared with the governing board.

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

This policy is linked to our remote learning, child protection and safeguarding policies

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil 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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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 pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

# Recording non-attendance related to coronavirus (COVID-19)

The set of sub codes to record non-attendance related to COVID-19 are:

**Code X01: Non-compulsory school age pupil not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

**Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms**

This code is used for pupils who are self-isolating because they have symptoms of COVID19 but they have not yet had a positive test.

**Code X03: Not applicable for this academic year**

**Code X04: Not applicable for this academic year**

**Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)**

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK.

Department of Health and Social Care (DHSC) [red list rules](#).

**Code X06: Pupil who is clinically extremely vulnerable if shielding is advised**

Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school.

DHSC / PHE [Guidance on protecting people who are clinically extremely vulnerable from COVID-19](#).

**Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government advice**

This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.

**Code X08: Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management**

This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

**Code X09: Pupil or student required to self-isolate as a close contact of a confirmed case**

This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months.

There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.

**Code I01: Illness**

This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

**Code I02: Illness confirmed case of coronavirus (COVID-19)**

This code is used for pupils who are absent because they have tested positive for COVID19.

## Appendix 2 – A Parent Guide to Attendance at the Chantry School

### A guide to excellent school attendance.

Our school is committed to working towards 100% attendance for all our pupils. Working with parents to encourage young people to be positive active learners who develop their abilities through good social skills, safer lifestyles, a good work ethic and academic success. These attributes are supported and developed through excellent attendance, allowing young people to become better prepared for their future.

#### At The Chantry School we will:

- Recognise and reward 100% attendance
- Recognise and reward excellent attendance
- Recognise and reward improving attendance
- Monitor every pupil's attendance and keep parents informed
- Be proactive in encouraging pupils to attend all the time
- Support parents and pupils where attendance falls
- Invite parents into school to discuss attendance concerns
- Involve outside agencies where necessary
- Only authorise non-medical absences in exceptional circumstances.
- Encourage pupils to catch up on missed class work and homework.

#### How to report an absence

When a pupil is ill and not fit for school please call the attendance officer by **9:00am** or as soon as is practical.

Telephone: 01886 887105

Email: [attendance@chantryschool.com](mailto:attendance@chantryschool.com) or use the Edulink App

*Planned absences* for unavoidable medical appointments – please contact the attendance officer in advance of the appointment date, providing the appointment card or letter. This may be brought in by the pupil or presented at reception when the pupil signs in or out for their appointment.

A pupil with **90%** attendance may sound satisfactory,  
however what this actually means...

Mon	Tue	Wed	Thu	Fri

90% = half a day a week absent

90% = 19 school days missed over a school year

90% = 4 weeks of school missed over a school year

90% = 100 hours of lessons missed over a school year

90% = 6 months of missing school over the 5 years.

A pupil with **80%** attendance may sound satisfactory,  
however what this actually means...

Mon	Tue	Wed	Thu	Fri

80% = one day a week absent

80% = 38 school days missed over a school year

80% = 8 weeks of school missed over a school year or 2 months

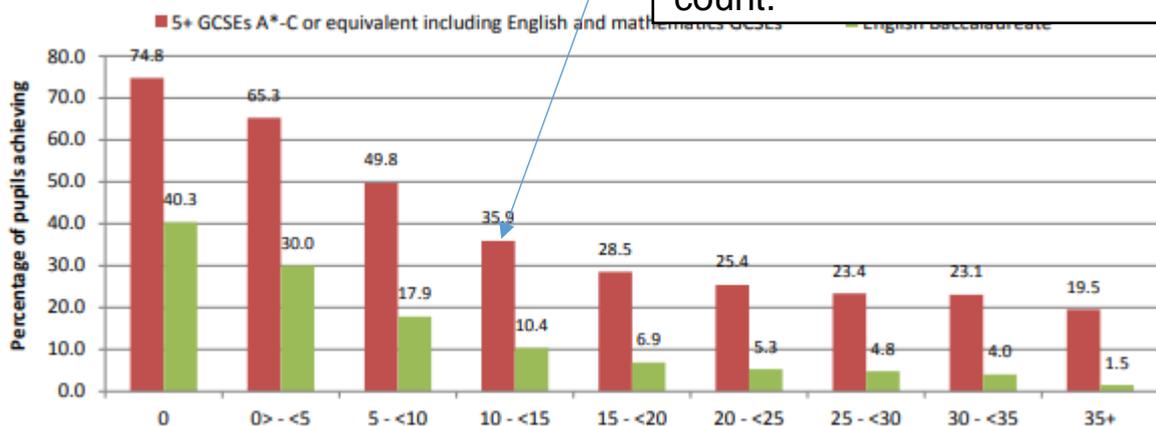
80% = 200 hours of lessons missed over a school year

80% = 12 months of missing school over the 5 years – one whole year missed.

### Good attendance is linked to success

- Improved social skills
- Safer lifestyles
- Positive work ethic
- Academic success

A pupil with an average of 85-90% attendance will achieve roughly half the GCSE results of someone with 100% attendance = every day does count.



## **Top tips for improving attendance**

- ☺ Encourage your child to be more resilient and learn the difference between feeling a little under the weather or tired and actually being ill and unfit for school.
  
- ☺ Organise late night, special outings and family events for Friday or Saturday evenings so your child is ready for school on a school morning.
  
- ☺ Monitor and control access to social media, electronic devices and gaming after 9pm to avoid young people being distracted from their sleep.
  
- ☺ Plan to take holidays during the 14 weeks pupils are not expected in school.
  
- ☺ Make all routine dentist and doctor appointments outside of school hours.
  
- ☺ For more non-routine medical appointments bring your child to school before and / or after the appointment.
  
- ☺ If your child is feeling under the weather / poorly they should attend school as in the majority of cases pupils feel better over the course of the day. We always send home a child who is ill and not fit for school.

## **What counts as medical evidence ?**

- Medical appointment card or letter
- Copy of a prescription showing name and date
- Prescribed medication with name and date
- Hospital discharge letter
- GP / Consultant / Paediatrician / Psychiatrist / Psychologist letter
- Written consent from a parent to contact the GP directly

## Should I send my child to school today ?

<i>What if my child has...</i>	<i>Medical recommendation</i>
A cough, cold or sore throat	No medical reason to be absent – drink plenty of fluids and take paracetamol if needed.
Diarrhoea / vomiting	Pupils can return to school once the diarrhoea and vomiting has stopped. There is no need to wait 48hours.
Tonsillitis, glandular fever or high temperature	Take medical advice.
Headache, earache or stomach ache	Depends on severity. Drink plenty of fluids and take paracetamol if needed for a headache or earache to manage pain, avoid pain killers for a stomach ache.
Conjunctivitis	No medical reason to be absent – eye drops are available from the chemist, wash hands regularly.
Impetigo	Stay off school until lesions are crusted or 48 hours after starting antibiotic treatment.
Period pain	No medical reason to be absent – drink plenty of fluids and take paracetamol if needed. Heat packs available in school.
A plaster cast	Pupils with mobility difficulties will be allowed to work in the Pastoral Support area or leave lessons early to avoid crowded areas.