

Attendance and Punctuality Policy

The Chantry School



Approved by: FGB

Date: 14th September 2023

Last reviewed on: 31st August 2023

Next review due by: 31st August 2025

Contents

1. Aim.....	2
2. Objectives.....	2
3. Principles.....	2
4. Legislation and guidance.....	3
3. School procedures.....	3
4. Authorised and unauthorised absence.....	5
5. Attendance monitoring.....	6
6. Strategies for promoting attendance.....	7
7. Roles and responsibilities.....	9
8. Monitoring arrangements.....	11
9. Links with other policies / guidance.....	11
Appendix 1: attendance codes.....	12
Appendix 2 – A Parent Guide to Attendance at the Chantry School.....	15
Appendix 3 Excerpts from DfE Guidance <i>Working Together to Improve School Attendance (2022)</i>	20

1. Aim

It is the aim that at The Chantry School, pupils and staff should enjoy learning, experience success and develop their full potential. This policy aims to ensure that pupils have good attendance and punctuality as this contributes significantly towards enjoyment and achievement at school. This policy also aims to provide a structured response and support measures where pupils attendance falls below acceptable thresholds.

2. Objectives

Promote excellent attendance and reduce absence, including persistent absence and severe absence

Ensure every pupil has access to full-time education to which they are entitled, and develop strategies to support pupils whose attendance is below threshold

To provide an effective and efficient system for monitoring attendance and punctuality

Support parents to perform their legal duty to ensure their children of compulsory school age attend regularly.

3. Principles

There is a clear link^{1,2} between poor attendance at school and lower academic achievement at GCSE level, with poor attenders much less likely to achieve five good passes at GCSE, including English and Maths, with the consequence of reduced choices and chances post-16. This is summarized in the research by: *the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.*

This policy seeks to maximise pupils attendance and, by extension, success at school and beyond

¹ <https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4>

² <https://www.ucl.ac.uk/ioe/research-projects/2022/jan/school-absences-and-pupil-achievement>

In accordance with Keeping Children Safe in Education (2022), and Working Together to Improve School Attendance (2022), we recognise that Children Missing Education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. This policy seeks to identify individuals and intervene early to reduce these risks.

4. 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 \(Pupil Registration\) \(England\) 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 pupil's attendance: guidance for schools](#)

3. School procedures

3.1 Attendance register

We will keep an attendance register, and place all pupils onto 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.

We will also record:

Whether an absence is authorised or not

The nature of the activity if a pupil is attending an approved educational activity

The nature of circumstances where a pupil 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.

Pupils must arrive in school by 8:45 a.m. on each school day; pupils are however allowed into the buildings from 8:40 a.m. and should make their way to their first lesson. The register is taken and teaching begins at 8:50 a.m. The register for the first session will be kept open until 9:20 a.m. The register for the second session will be taken at the start of afternoon lessons i.e. at 1:20 p.m. and will be kept open for 30 minutes. School ends at 3:20 p.m.

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 8:50 a.m. 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 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 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 to school 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 during lunchtime or afterschool detentions.

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 office.

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 live 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'. Parents should note the DfE guidance¹ that states *As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.*

With this in mind 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.

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

Children should attend school full time; this means face to face education in person. The school does not provide remote education as a substitute for this, except where school closures or restrictions are in place for all. There are limited circumstances where in individual cases remote education may be considered.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

These should only be where a pupil is unable to attend school but is able and well enough to continue their education remotely. These circumstances should only involve a short-term absence and might include: pupils recovering from short-term infectious illnesses, pupils preparing for or recovering from some operations, or pupils recovering from injuries where attendance might inhibit recovery. In the rare event that the school provides remote learning it will always be part of a plan to re-integrate back into full-time face to face education. Each case will be considered individually.

Where pupils have long-term medical conditions or any other physical or mental health needs affecting attendance they may require different or additional support to continue their education. This may include referral to the Medical Education Team, or internal support as described in the school's policy Access to Education for Children with Medical Needs

5. Attendance monitoring

5.1 Monitoring attendance

The school will:

- Monitor attendance and absence data every day, 3 weekly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-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 or using FFT Attendance Tracker. 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.

Daily

The attendance officer monitors pupil absence on a daily basis, and ensures accurate registration marks.

Children Missing Education (CME). A daily report is run through sims to check if any pupil will meet the threshold. 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).

Three Weekly.

Attendance reports are compiled by the Attendance Officer and shared with each head of year, the senior leader with responsibility for attendance and the headteacher. Heads of year will use these, in conjunction with FFT attendance information, to review their year group. Pupils meeting thresholds for intervention will be identified, and recorded as an attendance concern using CPOMs. See section 6 for detail on developing strategies to improve attendance.

5.2 Analysing attendance

The school will:

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

5.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to heads of year and form tutors and other school leaders, to facilitate discussions with pupils 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

6. Strategies for promoting attendance

The school aspires for every pupil to attend every day. Clearly, there are valid reasons for absence and the school seeks to identify pupils whose absence falls below a reasonable threshold (95%) and intervene to support improvements in the absence of a valid reason. The school classifies attendance as follows:

Acceptable attendance >95%

At risk of becoming persistently absent (90.1 – 95%).

Persistently Absent 1 80.1 – 90%

Persistently Absent 2 50% - 80%

Severely absent < 50%

A designated member of staff is responsible for pupils who fall into each category. Table 1 explains the role of each member of staff and the strategies that may be used to ensure an improvement in a pupil's attendance at school.

Table 1: Attendance Strategies

Threshold Attendance Measure	Staff responsible for monitoring	Available Strategies
<p>Severely absent / zero absence</p> <p><i>Long term attendance issues that may be complex and require bespoke solutions</i> Purple</p>	Designated safeguarding lead	<p>All strategies as listed below but also to consider:</p> <p>Alternative Provision / S19</p> <p>MET / Medical needs plan</p> <p>External agency involvement, including EWS to enforce attendance</p> <p>Review of monitoring every 3 weeks; tracked and recorded on CPOMs</p>
<p>Persistently Absent 50% - 80%</p> <p><i>Support required from external agencies.</i></p> <p>Red 2</p>	Leadership Team designated member of staff	<p>Daily attendance checks and first day calling</p> <p>Regular meetings with parents and carers</p> <p>Review of in school issues (e.g. subjects, peers, academic groupings)</p> <p>Attendance Plan and monitoring</p> <p>Reintegration meetings</p>
<p>Persistently Absent 80.1 – 90%</p> <p><i>School level / external agency intervention required</i></p> <p>Red 1</p>	Year Head	<p>Catch up work</p> <p>Home visits to engage with family / pupil</p> <p>Adjustments to curriculum including SENDCo involvement if appropriate</p> <p>Temporary part-time timetable to enable reintegration</p> <p>Remote learning for limited time where appropriate</p> <p>1:1 tuition / catch up support where appropriate to enable access to curriculum</p> <p>Regular updates to staff</p> <p>Specialist external agency where available to support e.g. GP, Early Help providers</p> <p>Review of monitoring every 3 weeks; tracked and recorded on CPOMs</p>
<p>At risk of becoming persistently absent (90.1 – 95%). <i>Early intervention may be required</i></p> <p>Amber</p>	Form tutors directed by HoY	<p>Review of patterns of absence by YH;</p> <p>Daily attendance checks and first day calling</p> <p>Direct individuals for conversation with form tutor; look for early signs of in school issues e.g. peers, subjects</p> <p>Letter of concern to parents / phone contact</p> <p>Ongoing monitoring by form tutor and YH</p> <p>Review of monitoring every 6 weeks; tracked and recorded on CPOMs</p>
<p>Acceptable attendance >95%</p> <p>Green</p>	Form Tutors	<p>Range of wave 1 strategies to encourage 100% attendance e.g.</p> <ul style="list-style-type: none"> • Praise postcards • Form competitions <p>Attendance is a form focus every 3 weeks</p>

7. Roles and responsibilities

7.1 The Governing Body

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

7.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

7.3 The Attendance Officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level, including CME
- Produces monitoring reports for heads of year and senior leaders
- Reports concerns about attendance to the senior leader with attendance responsibility and heads of year
- Works with education welfare officers to tackle persistent absence
- Advises the headteacher when to issue fixed-penalty notices

7.4 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Working with heads of year to support their work with pupils who are at risk of becoming persistently absent and those who are persistently absent (80.1 – 90%)
- Devising specific strategies to address areas of poor attendance identified through data, with particular responsibility for those pupils who are persistently absent (50 – 80%)
- For persistently absent pupils (50.1 – 80%), create attendance plans in partnership with pupils and their parents/carers, record pupils as attendance concerns on CPOMs and review every 3 weeks
- Work with the DSL to support strategies for those pupils who are severely absent (< 50%)
- Building relationships with parents/carers to discuss and tackle attendance issues
- Delivering targeted intervention and support to pupils and families

7.5 The Heads of Year

Heads of year are responsible for:

- Reviewing year group attendance data every 3 weeks
- For persistently absent pupils (80.1 – 90%), create attendance plans in partnership with pupils and their parents/carers, record pupils as attendance concerns on CPOMs and review every 3 weeks
- Building relationships with parents/carers to discuss and tackle attendance issues
- Working with the Senior Leader with responsibility for attendance to ensure acceptable attendance across their year group.

- Reviewing attendance data to identify pupils who are at risk of becoming persistently absent (90.1 – 95%).
- Directing form tutors to these pupils and support them to develop early strategies to reduce barrier to attendance
- To celebrate and promote high attendance in the year group.

7.6 The Designated Safeguarding Lead

The DSL is responsible for those pupils who are severely absent (<50%). Pupils missing a substantial portion of their education are at risk for a variety of reasons and the DSLs involvement will ensure a holistic view of the pupil's circumstances. The DSL will:

- In conjunction with other senior leaders, identify every 3 weeks any pupil who is severely absent
- For persistently absent pupils (< 50%), create attendance plans in partnership with pupils and their parents/carers, record pupils as attendance concerns on CPOMs and review every 3 weeks
- Build relationships with parents/carers to discuss and tackle attendance issues
- Work with other relevant school staff to seek solutions such as MET or S19 provision for pupils with complex needs.

7.7 Class Teachers

Class teachers and form tutors are responsible for:

- 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.
- assisting 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.
- setting work for excluded pupils for any period of fixed term exclusion and the first five days of a permanent exclusion. This must be set using Edulink.

7.8 Form Tutors

Form tutors are responsible for:

- Promoting and celebrating good attendance in their form as directed by the head of year, e.g praise postcards and form competitions
- Working with pupils identified by the head of year as at risk of persistent absence (90.1 – 95%) to identify and reduce barriers to attendance
- Building relationships with parents/carers to discuss and tackle attendance issues

7.9 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.

Pupils are responsible for moving to each of their lessons without delay and so arriving on time.

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 designated senior leader responsible for attendance. At every review, the policy will be shared with the governing board.

9. Links with other policies / guidance

- Child protection and safeguarding policies
- Access to Education for Children with Medical Needs
- Alternative Provision
- [Providing remote education Non-statutory guidance for](#) schools

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
Authorised absence		
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

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

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

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 future¹.

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 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.

¹ <https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4>

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

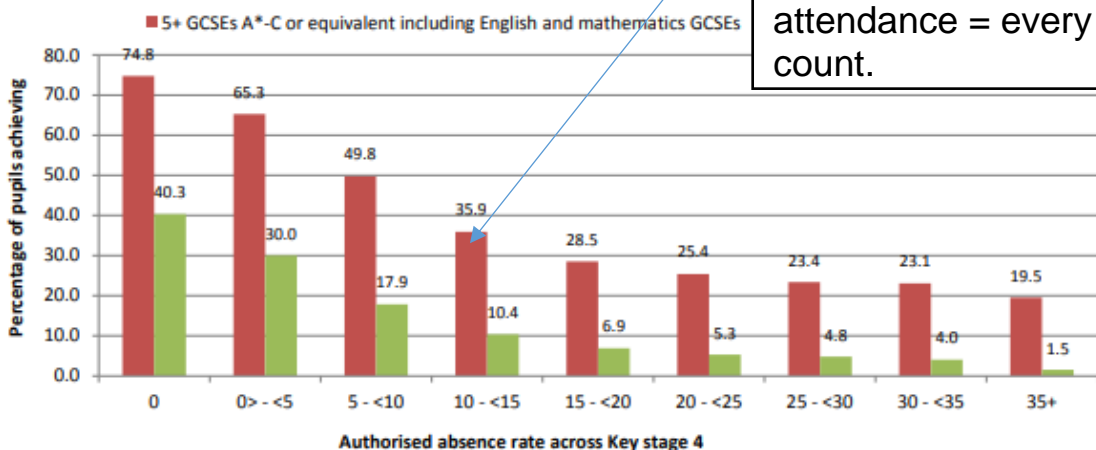
80% = 200 hours of lessons missed over a school year

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.

Appendix 3 Excerpts from DfE Guidance *Working Together to Improve School Attendance* (2022)

