



PITMASTON PRIMARY SCHOOL

ATTENDANCE & PUNCTUALITY POLICY

(This policy is to read in conjunction with the Behaviour Policy, SEND and Inclusion Policy and Child Protection Policy)

At Pitmaston Primary School we believe in promoting excellent attendance and punctuality for all of our pupils in order for them to make the most of the opportunities that school has to offer. We believe that regular attendance is vitally important in promoting successful learning, as well as developing key life skills which are essential for success in the world beyond school. It has been proven that attainment can be closely linked to attendance and in order to achieve their full potential children should aim for the highest levels of attendance and punctuality.

“The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school” (Working together to improve school attendance, May 2022).

We rely on our partnership with parents and recognise that it is a parent’s legal responsibility to ensure that their children attend school in a regular and committed manner. In support of this, the following information outlines our commitments in ensuring that attendance at Pitmaston Primary continues to be of the highest priority.

AIMS

- To ensure excellent levels of pupil attendance and punctuality, aiming for 100%.
- To establish an ethos of ‘school attendance matters’ through proactive strategies to promote good attendance and punctuality.
- To work closely with parents/carers to fulfil our obligations to the children by placing high priority on the regular attendance and punctuality of all pupils.
- To ensure procedures within the school identify and follow up all absences and patterns of absence at the earliest opportunity.
- To have a clear and consistently applied escalation process.
- To continuously develop the school’s celebration of good attendance and punctuality.
- To provide a school that has a “calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn” *(Working together to improve school attendance, May 2022).*

TARGET

We recognise that it “is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment” *(Working together to improve school attendance – May 2022).*

Therefore, we expect all pupils to strive for 100% attendance and to arrive punctually at 8.45 a.m. to start the school day promptly.

Whilst there is no longer a statutory requirement for schools to set whole school attendance targets, it remains good practice for schools to have a target in line with national averages and Ofsted guidance. A target is set by the Senior Leadership Team and agreed and monitored by the Attendance Lead/Deputy Head Teacher and Governors each academic year. This year the attendance target has been set at 97%.

ROLES AND RESPONSIBILITIES

PUPILS

- Pupils should strive to attend school every day and be on time.
- Pupils should have a clear understanding of the importance of attending school as well as acceptable and unacceptable reasons for absence.
- Pupils should tell their parents/carers or class teacher of any reason that prevents them attending/wanting to attend school.
- In instances of lateness, pupils should report to the school office upon arrival.

PARENTS/CARERS

- Parents/carers have a legal responsibility to ensure that their child attends school every day and arrives on time.
- Parents/carers should have a clear understanding of the importance of attending school, acceptable and unacceptable reasons for absence, and the fact that an absence will remain unauthorised until a satisfactory explanation has been given.
- Parents/carers should work closely with the school and inform the office on the first day of their child's absence and where necessary all other days thereafter.
- In circumstances where a parent is having difficulty getting the child to attend please seek the support of the school as quickly as possible through the Family Support Worker or a member of the Senior Leadership Team. This can be done by phoning the school office.

The Deputy Head Teacher is the named senior member of staff with the lead responsibility for attendance and punctuality and the Family Support Worker is the attendance lead support. Governors have a responsibility for monitoring attendance targets. The Receptionist is the attendance administrative support.

Members of school staff; the Senior Leadership Team, Governors, teaching and non-teaching staff all have responsibility for attendance and punctuality in school. "Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families (Working together to improve school attendance, May 2022).

Attendance matters are reviewed by the Family Support Worker, Deputy Headteacher, Headteacher and members of the Senior Leadership team. Attendance monitoring is reported termly to the Governing body. The school will consult with any other relevant agencies such as the School Nurse, Early Help Team, Educational Psychologist, Children and Mental Health Service (CAMHS), Children's Services, Education Welfare Officer (EWO) and others to seek to support individual cases as appropriate.

ABSENCE FROM SCHOOL

- Parents/carers are asked to inform the school by telephone (01905 423710 – option 1) if a pupil is absent, because of illness, on the first day of absence *no later than 9.30 a.m.* providing the reason and where necessary on each subsequent day of absence.
- If school has **not** been contacted by the parents/carers, the office will make contact by telephone. This will be recorded on the school ScholarPack system with the reason for absence.

- Where a pupil returns to school following an absence and school has not received a written or verbal explanation parents/carers will receive a letter home requesting the reason for absence.
- After 2 days' absence, where there has been no contact from parents/carers the pupil's name will be referred to the Family Support Worker and/or the Deputy Head Teacher who will try to make contact with the parents/carers or any of the named contacts. If no contact is made the Family Support Worker/Deputy Head Teacher will conduct a home visit with another member of staff.
- If no contact can be made a letter will be delivered by hand to the home address and where there are concerns the police may be asked to do a 'welfare check.' This will be reported to Children's Services.
- Should there be frequent absence due to illness, the Family Support Worker and/or Deputy Headteacher will ask to meet parents and may ask for medical evidence, such as prescription/prescribed medication /appointment letter/letter from GP or consultant. If these are not provided the absence will be recorded as unauthorised.
- If a pupil is going to be absent from school for a long period of time due to illness or other authorised extenuating circumstances, school will liaise with an Education Welfare Officer in order to best support the pupil.
- If any member of staff is concerned about a reason for absence, the Family Support Worker, Deputy Headteacher or member of the Senior Leadership Team should be informed.
- "Schools must record absence as authorised when it falls on a day that is exclusively set apart for religious observance by the parents' religious body (not the parents)" (*Working together to improve school attendance, May 2022*). Parents are requested to complete a Leave of Absence Request form for this.
- After 10 consecutive days' absence, we are required to report this on the Worcestershire Children's Services Portal. In line with the Education Regulation Act (1996) if a child is absent from school for longer than 20 days with no authorised reason the child's name could be taken off roll.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill, for example, can be accepted without question or concern. In exceptional circumstances further evidence of a child's absence may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

APPOINTMENTS

- We encourage parents/carers to make appointments outside of school hours. Many GP surgeries, dentists and hospitals offer before and after school appointments.
- We accept occasionally there will be the need for emergency appointments, however these will be rare. Parents/carers are requested to provide written or verbal confirmation of these appointments.
- Pupils must be signed in and out at the office and these absences will be recorded as appropriate.
- We do not expect pupils to be absent all day for a medical appointment, unless there are exceptional circumstances.

PLANNED ABSENCE FROM SCHOOL

- Government legislation states that no planned absence from school will be authorised, unless there are exceptional circumstances.

- Parents must notify school of any planned absence from school in writing using the 'Leave of Absence Request Form' available at the office, or on the school website under Parent/Forms/Absence Request Form (see appendix 2). This must be made prior to the absence taking place. **Absence requests for exceptional circumstances will only be accepted by the Headteacher when completed on this form.**
- If necessary, school may liaise with an Education Welfare Officer in addressing unauthorised absence linked to planned absence from school.
- "Only exceptional circumstances warrant granting a leave of absence... it has been applied for in advance by the parent who the pupil normally lives with and the headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually taking into account the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the headteacher's discretion" (*Working together to improve school attendance, May 2022*).

PUNCTUALITY

- Pupils are expected to arrive at school by 8.45 a.m., arriving between 9.00 a.m. and 9.30 a.m. will be considered as late.
- Pupils arriving after 9.00 a.m. must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.30 a.m. will receive an unauthorised late mark unless a satisfactory reason is given. This results in the pupil being absent on the attendance report for the morning session.
- Action to address lateness will be the responsibility of the Family Support Worker and/or Deputy Headteacher. Class registers MUST reflect the correct late code ('L' to be used prior to 9.30am, 'U' to be used after 9.30am and 'M' to be used if a medical appointment has resulted in the late arrival of a pupil). For further guidance on register codes please see Appendix 1.
- Valid reasons for lateness could include medical appointments, which have been agreed with school prior to the appointment.

REPORTING TO PARENTS/CARERS

A child's overall attendance will be reported to the parents/carers at the end of the academic year distributed within the end of year school report.

REWARDS

We have a number of attendance rewards in order to promote the importance of attendance and punctuality and our ethos that 'school attendance matters.'

- All staff reward good attendance and punctuality on a daily basis through praise and encouragement.
- Weekly assemblies promote attendance through two 'Attendance Class of the Week' trophies. These are awarded to the classes in KS1 and KS2 with the highest attendance for the week. This is also celebrated through the 'Pitmaston Car Race' displays which reflect the weekly attendance figures for each class.
- Each week, the top three classes in each key stage are awarded Gold, Silver and Bronze leaves to place on the 'Class Attendance Tree' in the front entrance of the school.
- The weekly overall school attendance figure is displayed on the weekly newsletter with the school target.

- Attendance HERO postcards are awarded on a monthly basis, to all children who have been Here Everyday Ready On time.
- At the end of the year, the class from each key stage who have been awarded the weekly 'Attendance Class of the Week' trophy most frequently will be rewarded.
- Pupils who have previously had poor attendance/punctuality and make significant improvement following intervention will be issued with a praise letter or postcard acknowledging their improvements.

PROCEDURES

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. If completed incorrectly this can constitute a risk in the event of an emergency evacuation. The register is a legal document and must be kept accurately.

Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations. Pitmaston Primary School use electronic registration (ScholarPack) to keep registers and the procedures for marking registers are as follows:

Procedure	Person responsible
1. Registers must be taken at 9.00 a.m. and 1.15 p.m. promptly.	Class teacher
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity. No pupil should be marked present unless actually in the room when the register is called or unless he or she has been given permission to be absent by the registering teacher.	Class teacher
3. Spaces must not be left in the register.	Class teacher
4. Record reasons for absence if known including who informed.	Admin Support
5. If unsure of code – leave as 'N' code – the code will be amended by Admin support team.	Class teacher/ Admin Support
6. Daily – First Day Calling and updates to registers.	Receptionist
7. Weekly – checking for consistency in recording.	Receptionist

Every half a day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Headteacher. At Pitmaston Primary School the Deputy Headteacher/Attendance lead has been designated to

authorise absence [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – reg 7(1)].

If the school is forced to close due to circumstances beyond our control this does not affect pupils' attendance.

Attendance registers may be kept manually or electronically. School complies with and uses the DfE compulsory national attendance codes, see Appendix 1.

POOR ATTENDANCE

School attendance of 95% or less is below average and below our school target of 97% and therefore, children whose attendance falls below 95% will be closely monitored by the Deputy Headteacher and Family Support Worker and further action considered. School will challenge the attitude of those pupils and parents/carers who give a low priority to attendance.

Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

School has a clear and escalating approach to intervention where there are concerns regarding school attendance including letters home, phone calls, regular meetings with parents/carers and home visits.

After school has attempted to address attendance issues with the parents/carers and there is no improvement, external agencies may be involved including the Education Welfare Officer (EWO).

COVID-19

In line with our transition to living with COVID-19, schools are no longer advised to use separate COVID codes on the register. Pupils with symptoms of COVID-19 are no longer required to get a test, but those who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home.

Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test, school will record this using Code I (illness) unless another more appropriate code applies.

PERSISTENT ABSENTEEISM

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and a 'Plan of Action and Support' will be put in place through a formal Attendance Meeting to address the underlying reasons for the absence level. Where the child's attendance remains a concern following supportive strategies further referrals may be made to an EWO and may result in penalty action.

ATTENDANCE MEETING

Parents of pupils whose attendance gives cause for concern may be invited to attend an Attendance Meeting. An Attendance Meeting is a formal meeting to discuss the child's school

attendance, identify barriers and agree a formal Plan of Action and Support with clear actions, in order to improve school attendance.

An Attendance Meeting is chaired by the Deputy Headteacher (or member of the Senior Leadership Team) and will include the Family Support Worker. In addition, where appropriate, Governors and other school representatives who are involved with the child/ren will be invited to attend.

POOR PUNCTUALITY

A child who is 10 minutes late for school every day effectively misses out on 6 full days of their education over a year, having an impact on their achievement. The number of children who are late to school each week is reported on the weekly newsletter to raise awareness among parents/carers.

Persistent lateness is a form of absence and requires the Deputy Headteacher to speak with parents/carers to try and understand and support reasons for lateness. It is important that parents/carers are aware that persistent lateness can make a significant difference to their child's achievement. Persistent lateness is monitored by the Deputy Headteacher and Family Support Worker who will send lateness concern letters if there is an issue. If lateness persists the parents/carers will be invited in for a formal meeting to discuss it further. In some cases, where persistent lateness does not improve a referral will be made to the Education Welfare Service and could lead to penalty action.

EWO

For those families where poor attendance continues, processes will be followed regarding issuing Fixed Penalty Notices, which are fines issued to parents where a child has an amount of unauthorised absences over a certain period of time. In some cases, the same procedure will be followed for those families taking unauthorised holiday. In certain circumstances, extremely low attendance with unexplained absences may also result in prosecution of parents for not ensuring their child's attendance at school.

FIXED PENALTY NOTICES

Fixed penalty notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school. Fixed penalty notices are intended to prevent the need for court action and will only be used where a fixed penalty notice is deemed likely to change parental behaviour. As stated in 'Working together to improve school attendance' (May 2022), fixed penalty notices could be issued for the following reasons;

- Where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Absence was unauthorised and support has been provided but has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

REINTEGRATION

We recognise that reintegration for children that have had a long term absence (such as a prolonged stay in hospital) or for those that have shared provision could be challenging. We also recognise that there may be other groups of children that may need support in the school

environment. These may include pupils with Special Education Needs and Disabilities (SEND), medical needs, Children Looked After (CLA), and vulnerable and safeguarded pupils. In accordance with our Equal Opportunities policy all of these cases will be supported by the school; individual needs will be assessed in order to seek support from relevant agencies as deemed appropriate.

If issues to do with absence are centred around allegations including peer on peer abuse such as bullying or racial abuse, the school will draw on its Relationship and Behaviour Policy, Inclusion Policy, SEND Policy, Equal Opportunities Policy and Anti-bullying Policy to work through these issues with both the parents/carers and the children concerned. Please contact school immediately if these problems are suspected.

CONCLUSION

This policy highlights the importance of attendance and punctuality of all our pupils at Pitmaston Primary School. Our school is committed to working towards our attendance targets as a milestone in striving towards the goal of 100% attendance for all. We consistently use a whole school approach to support and encourage parents/carers and pupils to attend school every day. We operate an open door policy and will always address individual needs to the best of our ability. In return, we expect the support of both parents/carers and children in achieving the best possible levels of attendance.

Agreed at the Governing Body Meeting on: 29th September 2022

To be reviewed annually: September 2023

Appendix 1: ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) (<i>before 9.30</i>)
C	Other authorised circumstances
E	Pupil is excluded, with no alternative provision made
H	Holiday agreed
I	Authorised absence due to illness (not appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Traveller absence
B	Offsite educational activity (not dual registration)
J	Interview
P	Approved sporting event
V	Educational visit or trip
W	Work experience
G	Holiday NOT agreed
N	No reason provided
O	Unauthorised absence (not covered by another code)
U	Late (after registers) (<i>after 9.30</i>)
D	Dual registration
Y	Absent due to exceptional circumstances
#	School closed to all Pupils
Z	Pupil not on roll
X	Non-compulsory school age absence - not counted in possible attendances (i.e. Early Years)
Colour	Description
	Present
	Authorised absence
	Approved Educational Activity – Counted as Present
	Unauthorised Absence
	Not Counted in Attendance Calculations

Appendix 2: LEAVE OF ABSENCE REQUEST FORM

FOR OFFICE USE:	
Child's full name.....
Class:
Current Attendance.....%	Last Year's Attendance.....%
Number of school sessions already missed this academic year.....	
Number of school days requested	<input type="text"/>
Number of days APPROVED	<input type="text"/>
Number of days NOT APPROVED	<input type="text"/>
Code to be used:	<input type="text"/>
Signed by DHT.....	Date.....
Signed by HT.....	Date.....
ALL PARENTS TO RECEIVE A COPY OF RESPONSE LETTER AND SLT/FSW TO PROVIDE VERBAL FEEDBACK TO PARENT MAKING THE REQUEST:	
Response letter sent to <u>all</u> parents/carers: Y / N	Date.....
Verbal feedback provided: Y / N	Date.....
Notes:	



Mrs K L Wilcock
Headteacher



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Email: office@pitmaston.worcs.sch.uk
Website: www.pitmaston.co.uk

LEAVE OF ABSENCE REQUEST FORM

Dear Parents,

At Pitmaston Primary School we believe that promoting positive school attendance is everyone's responsibility. Absence during term time is disruptive to a child's education and has a detrimental impact on their educational and social achievement. However, we understand that occasionally there might be exceptional circumstances where you need to take your child out of school during term-time.

We will consider every leave of absence request on an individual basis, so please ensure you complete the request form with as much detail as possible. We will take into account your child's current attendance percentage, their attendance from last year, any previous requests for absence during term time, and whether absence on the days requested would result in them missing any particularly important tests.

Please use this form to seek permission to take your child out of school during term time. **Government regulations mean that unless applied for in advance, any leave of absence must be automatically recorded as unauthorised.** Leave of absence will only be granted in exceptional circumstances, at the discretion of the Headteacher.

A letter will be sent to you after consideration showing whether the leave has been approved or not approved. If you decide to take your child out of school when a request has not been approved the absence will be marked as unauthorised on the register and you risk a referral to Worcestershire County Council, who may issue a penalty notice fine of up to £120.

Yours sincerely,

K. Wilcock

Mrs K. Wilcock
Headteacher



GUIDANCE NOTES FOR PARENTS

PLEASE READ CAREFULLY BEFORE MAKING YOUR REQUEST

- The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays 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.
- Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of:
 - the exceptional circumstances provided.
 - 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 trip.
 - students/pupils on examination courses or due to take SATS will not normally be granted leave of absence.
- 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.
- Where requests for a grant of leave of absence 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 will receive a penalty notice.
- Should the School decide not to grant leave of absence and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Holiday Penalty Notice fine of £60 per parent per child. If not paid within 21 days this fine increases to £120 per parent per child. Failure to pay the £120 fine within the 21-day period may lead to Court proceedings.

PITMASTON PRIMARY SCHOOL REQUEST FOR LEAVE DURING TERM TIME:

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE. WHEN YOUR CASE HAS BEEN REVIEWED A MEMBER OF STAFF WILL BE IN TOUCH TO DISCUSS THE DECISION WITH YOU.

I seek permission for a leave of absence during term time for:

Child's full name.....

Class: Age of child at time of holiday:

From (date) To (date)

Total number of school days:

The exceptional circumstances and reason for this request are:

.....

.....

.....

.....

.....

Please tick as appropriate:

- I do not have (an)other child(ren) at (an)other school(s)
- I do have (an)other child(ren) at (an)other school(s) and their details are as follows:

Child(ren) (full name(s))

School(s) attended


Signature of 1st Parent/Carer(s).....

Print Name.....

Signature of 2nd Parent/Carer(s)

Print Name.....

Date:




Illness and Absence from School

A guide for Pitmaston Parents and Carers

When your child is unwell it can be difficult deciding whether to keep them off school. This guide contains information about **common illnesses** your child might have, guidance on **whether or not you should bring them into school**, and **how to contact school** to advise of your child's absence.

MY CHILD IS UNWELL—WHAT DO I DO?

Please phone school ASAP, and **no later than 9:30am**, to leave a message on the absence line.

0 1 9 0 5 4 2 3 7 1 0 
Option 1 - Absence Line

State your child's name and class, why they are absent, and how long you expect them to be off school for. It is important you contact the school office directly—do not rely on staff at the gate passing on verbal messages to the office. If we do not hear from you, you will be contacted by the school office and a home visit may be carried out by our Family Support Worker and/or a member of our school leadership team.

CAN MY CHILD HAVE MEDICATION IN SCHOOL?


Please be aware we can only give your child medicine if:

- 1) it is **prescribed**

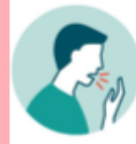

AND

- 2) you have completed an **'agreement for school to administer prescribed medication'** form (available from the office).


We are unable to give your child any other medication (such as Calpol) and children are not, under any circumstances, allowed to keep medication for self-administration in their bags—however, if you wish to come into school to give the medicine yourself we will be happy to help arrange this. Please also remember that, due to the significant choking hazard they present, cough sweets are not allowed in school at any time.



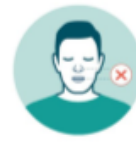
COVID-19



A new, continuous cough



A high temperature




A loss or change to your sense of smell or taste

While we expect many children to catch the common cough or cold during their time at school, it is important that while COVID-19 represents a concern to the public we remain vigilant.

In line with our transition to living with COVID-19, pupils with symptoms are no longer required to get a test, but those who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home.

The NHS advise that a high temperature (fever) in children is anything over 38°C



Last updated: April 2022

DAYS TO BE KEPT AWAY FROM SCHOOL AS RECOMMENDED BY PUBLIC HEALTH ENGLAND

Rashes and skin infections: *Children with rashes should be considered infectious and assessed by their doctor.*

Athlete's foot	None. Children will be required to keep socks on during inside PE lessons.
Chicken pox	5 days from onset of rash AND until all spots have crusted over.
Cold sores	None.
German measles (Rubella)	Stay off school for 5 days from appearance of rash.
Hand, foot and mouth	Children can return once they are feeling better. They do not need to stay off until the blisters have healed.
Impetigo	Children can return to school once sores are crusted and healed, or 48 hours after commencing antibiotics.
Measles	Children can return to school 4 days from onset of rash and feeling well enough.
Ringworm	0 days, if treatment is applied.
Scabies	Children should stay off school until the first treatment has been carried out.
Slapped cheek	None, once rash has developed.
Shingles	While rash is weeping please keep your child off school.
Scarlet fever	Children can return 24 hours after starting antibiotics. If no antibiotics are taken the child will be infectious for 2—3 weeks.
Warts and verrucas	None.

Diarrhoea and vomiting:

Diarrhoea and/or vomiting	Children should not return to school until at least 48 hours from the last episode of sickness or diarrhoea.
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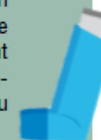
Respiratory infections:

Flu	Until recovered.
Whooping cough	48 hours from commencing antibiotic treatment, or 21 days from start of illness if no antibiotic treatment given.

Other infections:

Conjunctivitis	None, but treatment before returning to school is recommended to help ease discomfort for your child.
Glandular fever	Exclusion is not required and children can return once they feel well.
Head lice	To prevent further spread it is recommended that your child return to school once treatment has been applied.
Mumps	Children can return to school 5 days from start of swelling, if they are feeling well.
Threadworm	0 days, once treatment has started.
Tonsillitis	None.

ASTHMA If your child has been diagnosed with Asthma please ensure we have a working, in-date inhaler, clearly labelled with their name on in school and you have completed the relevant forms. At school we have a Salbutamol inhaler, which can be administered in an emergency, however **ONLY** if you have completed and signed the appropriate consent form. If your child's asthma is severe a personalised care plan will be devised and shared with you for your signature and consent.

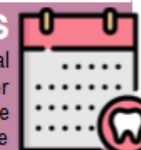


ALLERGIES If your child has a known allergy, or develops a new suspected intolerance, please ensure we are informed ASAP. If this is severe and your child requires an **Epipen** to be kept in school, a personalised care plan will be devised and shared with you for your signature and consent. It is parents responsibility to ensure that all medication kept on site are in-date.



MEDICAL APPOINTMENTS

We encourage parents/carers to make medical appointments outside of school hours, however we understand that this might not always be possible, i.e. hospital appointments which are often difficult to rearrange, or emergency appointments. We ask that advance notice is given when taking a child out of school for an appointment. Please leave a message on the absence line (01905 423710) or send the relevant details in an email to the school office (office@pitmaston.worcs.sch.uk).



SUPPORT

If you would like to share any health related concerns which are likely to impact your child's attendance at school please come and have a chat with either **Kelethe Pusharski** (Family Support Worker) or **Mrs Bream** (Deputy Head Teacher).



Appendix 4: WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE

