



# **WILMINGTON PRIMARY SCHOOL**

# **ATTENDANCE POLICY**

Effective Date  
**1<sup>st</sup> June 2017**

## DOCUMENT CONTROL

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**Review Process Prior to Ratification:**

Name of Committee	Date

Wilmington Primary School Attendance principles:

- All schools seek to ensure that all students/pupils receive a full-time education which maximises opportunities for each student/pupil to realise his/her true potential.
- The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The school will challenge the behaviour of those pupils and parent(s)/carer(s) who give low priority to attendance and punctuality.
- To meet these objectives, the school will establish an effective and efficient system of communication with pupils, parent(s)/carer(s) and appropriate agencies to provide mutual information, advice and support.

### **Statement of Intent**

Wilmington Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils.

The Governors, Head Teacher and Staff in partnership with parent(s)/carer(s) have a duty to promote full attendance at Wilmington Primary School.

## Aims:

- The school aims to promote, among parent(s)/carer(s) and children, a high level of awareness of the need for regular and prompt attendance to establish a routine for life.
- A statement defining the school's expectations relating to attendance appears in the school's prospectus.
- Parent(s)/carer(s) are advised of the school's expectations during the induction meetings for new children.

## Compulsory School Age

Your child is of "compulsory school age" on the 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September following their 5<sup>th</sup> birthday.

- Children becoming 5 years old between 1<sup>st</sup> September and 31<sup>st</sup> December are of compulsory school age from the beginning of the term after 1<sup>st</sup> January (Spring Term).
- Children becoming 5 years old between 1<sup>st</sup> January and 31<sup>st</sup> March are of compulsory school age from the beginning of the term after 1<sup>st</sup> April (Summer Term).
- Children becoming 5 years old between 1<sup>st</sup> April and 31<sup>st</sup> August are of compulsory school age from the beginning of the term after 1<sup>st</sup> September (Autumn Term).

## Parental Responsibility

Parent(s)/carer(s) have a **legal duty** to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

**It is the parent(s)/carer(s)' responsibility to contact the school on the first day their child is absent. Please call 01322 274080 or email ([admin@wilmington-cp.kent.sch.uk](mailto:admin@wilmington-cp.kent.sch.uk)) stating the reason for absence by 8:45 am. This is a safeguarding issue so that all parties know that your child is safe. Parent(s)/carer(s) must then confirm in writing the reason for absence when the child**

**returns to school. The school will not consider authorising an absence until written confirmation has been received.**

Pupils are expected to arrive by 8:45am to the children's entrance. All pupils that arrive late must report, with their parent(s)/carer(s), to the school office where the reason for lateness and time of arrival is recorded.

### **The Role of the School Staff**

The senior staff monitor the overall attendance of the children at Wilmington Primary School.

Class teachers complete the register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present or leave blank for the office to complete if the child is absent or late.

It is the responsibility of the office staff to ensure:

- Attendance and lateness records are up to date.
- If no reason for absence has been provided, parent(s)/carer(s) are contacted on the first day of absence.
- When a child returns, parent(s)/carer(s) must confirm reason for absence in writing. Where there has been no communications, letters are sent to parent(s)/carer(s) requesting reasons for absence with a seven day reply deadline before the absence is authorised/unauthorised.
- Staff will record a child's absence as unauthorised if no satisfactory explanation is given and confirmed in writing or if the school considers the information received from a parent is not an acceptable reason for absence.
- The appropriate attendance code is entered into the register (National Attendance Codes).
- Parent(s)/carer(s) are informed of their child's attendance when school reports are sent home in the Summer term. The parent of any child whose attendance causes concern is contacted during the school year.

### **Incorrectly recorded registration marks**

If a child has been marked present in a class incorrectly, or vice versa, the class teacher will be held to account for the first mistake by Mrs C Scott (Headteacher). Repeated mistakes will not be tolerated and in such cases the Headteacher will hold the named member of staff to account, and will take appropriate measures to address this safeguarding issue.

### **Procedure for monitoring attendance**

Each pupil is expected to achieve at least 95% attendance whilst on roll at Wilmington Primary School. We aim to achieve a whole school attendance percentage of 95% by the end of each academic year.

- 95 – 100% - office staff to investigate and ensure reasons for absence known. If unable to contact parent/carer Charlotte Scott (Headteacher) to be informed

- 90 – 94% - monitored through weekly attendance meetings with Headteacher. A letter is sent home (see Appendix 1, example 1). If absence does not improve, a further letter will be sent home (see Appendix 1, example 2). If attendance still does not improve parent(s)/carer(s) will be invited to meet with the Headteacher/Deputy Headteacher (see Appendix 1, example 3).
- Below 90% - If a child has a considerable amount of illness and the attendance is less than 90%, the school will not authorise any further absence until medical evidence is provided in the form of a GP's appointment card, copy of prescription, or medical label (see Appendix 1). At this stage, the school will advise the Attendance Service of the child's attendance and consider an Attendance Referral or Penalty Notice request where the absences have not been authorised. This could result in an AS1 referral being completed with a view to prosecution for failing to secure regular attendance under Section 444 of the Education Act 1996 or a Fixed Penalty Notice request being issued to each parent/parental figure of the child in question.

### **Children Missing Education**

A child will not be removed from the school roll without consultation between the Headteacher and the Attendance Service when appropriate. Please also refer to the CME policy.

### **Children going off-site during lunchtime**

The school does not permit children to go off site during lunchtime unless the child has a medical/health need and is collected by a parent/carer.

### **Lateness**

At Wilmington Primary School the registers are taken at 8:45 am and 1:00 pm. Registration closes at 8:55 am for the morning registration and 1:10 pm for the afternoon registration. Pupils arriving after these times must enter the school by the main entrance and report to Reception with their parent/carer where their name and reason for absence/time of late arrival will be recorded.

Please note that:

- The pupil will be marked as late (Code 'L') if they sign in between 8:50 am and 8:55 am and between 1:00 pm and 1:10 pm.
- The pupil will be marked as late after registration closes (Code 'U') after 8:55 am and 1:10 pm. This will count as an unauthorised absence.

The school will issue a letter (see appendix 2) to parent(s)/carer(s) if there are over 5 sessions of late arrival.

Frequent lateness will be discussed with parent(s)/carer(s) at parent consultations and 10 sessions or more of unauthorised absence may be referred to the Education Welfare Officer (EWO) for a Penalty Notice request.

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from January 2016.**

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child).
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

**Authorising Absence**

Only the Headteacher can authorise absence using a consistent approach. **The Headteacher is not obliged to accept a parent’s explanation. A letter or telephone message from a parent does not in itself authorise an absence.** If absences are not authorised, parent(s)/carer(s) will be notified. Wilmington Primary School follow the guidelines for absence as stated in the Department of Health and NHS guidelines for school attendance and illness, and would encourage parent(s)/carer(s) to do the same. A copy of this document will be sent out annually to parent(s)/carer(s), or can be downloaded from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522337/Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf)

Long term medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Authorised absence codes will only be used after there has been some communication between parent(s)/carer(s) and the school. If no explanation is received, absences will not be authorised.

The following reasons are examples of absence that **will not** be authorised:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Absence if a parent is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child’s/family birthday
- Shopping trip
- Family Holidays
- Car broken down

Persistent unauthorised absence may result in an AS1 referral to the Local Authority School Liaison Officer for consideration of prosecution. The school will follow the procedures outlined above (**procedures for monitoring attendance**) prior to referral and parent(s)/carer(s) will be notified in writing.

### **New Pupil**

If a new pupil has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held.

When a referral is made, the child's Registration Certificate, copies of all letters sent to parent(s)/carer(s) and minutes of any meetings **MUST** be attached to the completed AS1 referral form, along with any other relevant information.

### **Local Authority Action**

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) absence in a term (Autumn/Spring/Summer) the school will consider the following actions with the EWO:

#### **'Five Steps' of action where there are concerns:**

1. Where there has been no contact from parent(s)/carer(s), first day calling (see 'Parental Responsibility' section) for all pupils and visits as appropriate.
2. Discussion with EWO (Education Welfare Officer) or Attendance Service staff to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness, allocation of support (e.g. School Nurse).
3. Invitation to meet with school staff.
4. Initiate an Early Help Notification Referral.
5. Referral to Attendance Service via an Early Help Notification.

Reasons for absence are recorded and retained by the school.

#### **Local Authority Action may include:**

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies, e.g. Child and Adolescent Mental Health Service, Social Services and Family Group Conference Service.
- Fast Track to Prosecution.

#### **Penalty Notices Proceedings for Poor Attendance - Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016**

- A Penalty Notice can only be issued in cases of persistent unauthorised absence or where an excluded child is found in a public place during school hours.

- Absence for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions – these do not need to be consecutive.
- The PRU, Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

**Penalty Notice's will be applied for in the follow circumstances:**

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

**Leave of Absence/Holiday**

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parent(s)/carer(s) are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of an immediate member of the family.
- To attend a wedding or funeral of an immediate or close member of the family.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Parent(s)/carer(s) are requested to submit requests for leave of absence/holidays during term time to the Headteacher. The Headteacher will then respond in writing with their decision to authorise or unauthorise the absence. (appendix 6)

If the request for absence is not authorised and the holiday is taken anyway, the case may be referred to the PRU, Inclusion and Attendance Service who may issue a Penalty Notice to each parent for each child taken out of school.

Failure to pay the penalty in full by the end of the 28 day period will result in prosecution by the Local Authority.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28day period will result in prosecution by the Local Authority.

### **Pupils unwell during school time**

If a pupil becomes unwell during the school day they will be taken to the school office. If appropriate, their temperature will be taken. The medical procedure will then be followed as stated in the Pupil Illness and Medication policy. (please see appendix 12). We will make every effort to keep the pupil in school, whilst ensuring they are monitored and it is safe to do so. Parent(s)/carer(s) will be contacted via telephone to explain the ailment and what measures have been taken to address this. If it is decided by the Headteacher/Deputy Headteacher that the child is too unwell to stay in school, after procedures have been followed as stated in the Pupil Illness and Medication Policy, parent(s)/carer(s) will be asked to come to the school to collect their child to take them home. This supports Wilmington Primary's safeguarding procedures. If the child presents as unwell in the morning before school, we request that parent(s)/carer(s) follow the Department for Health's guidelines on school attendance before deciding whether to keep the child absent from school for the day. If parent(s)/carer(s) are unsure whether the illness constitutes a day's absence, they will need to telephone the school for advice. If parent/carers are aware their child may be unwell, but have decided to send them to

school, they should contact the school so we can alert the relevant staff to closely monitor the pupil throughout the day. Should their condition deteriorate further, we will contact the parent/carers to advise you of the situation.

If a pupil requires medication to be given in school, an Administration of Medication form must be requested by the parent/carer from the office (Appendix 13), then completed and returned as soon as possible. Without this form completed, we are unable to issue any medication during school hours. Students are not permitted to carry medication in their bags or on their person, and if found, this will be removed. All medication will be stored securely either in the child's classroom or in the school office/refrigerator.

- Appendix 1 Attendance tracking letters (stepped approach)
- Appendix 2 Late letter (Code L)
- Appendix 3 Late letter (Code U)
- Appendix 4 Penalty Notice information
- Appendix 5 School Letter Warning re: Penalty Notice Referral
- Appendix 6 Response to Leave Request (Not Authorising)
- Appendix 7 Traveller Absence Letter
- Appendix 8 Traveller Absence (CME)
- Appendix 9 Traveller Absence (Off Roll)
- Appendix 10 School Based Intervention Flow Chart
- Appendix 11 Rashes and Skin Infections
- Appendix 12 Pupil Illness and Medication Policy
- Appendix 13 Administration of Medication Form

## Appendix 1

### Example 1

Dear «addressee»

**Re: «chosen\_forename» «chosen\_surname»**

I am writing to notify you that it has been brought to our attention that «chosen\_forename»'s attendance is below 95%, which is below the Government requirement.

«chosen\_forename»'s attendance currently stands at «percentage\_attendance». This is cause for concern as I am sure you can appreciate the importance of education and the effect this has on your child.

I have attached a print-out of «chosen\_forename»'s registration marks which shows the days on which «he\_she» has been absent from school.

Clearly, in situations where poor health has forced absence from school, the absence will be authorised. We would welcome any medical evidence you may have to record on «chosen\_forename»'s file for example, a photocopy of a prescription, medication or appointment card from reception.

[Whilst your child is not yet of compulsory school age, the school regards attendance as extremely important for the development and achievement of your child. ]

Wilmington Primary School would appreciate your support in this matter and would urge you to ensure that «chosen\_forename» attends on a regular basis. If the school or I can be of any support regarding attendance issues, please do not hesitate to contact me on 01322 274080.

Kind regards.

Mrs. Brown  
**Office Secretary**

## Example 2

Dear «addressee»

**Re: «chosen\_forename» «chosen\_surname»**

I am writing to inform you that «chosen\_forename»'s attendance record currently stands at «percentage\_attendance», and has not significantly improved since last term. This attendance percentage is now of greater concern.

Clearly, in situations where poor health has forced absence from school, the absence will be authorised. We would welcome medical evidence to record on \*\*\*'s file for example a photocopy of a prescription, medication or appointment card from reception.

[Whilst your child is not yet of compulsory school age, the school regards attendance as extremely important for the development and achievement of your child.]

Wilmington Primary regards attendance as extremely important for the development and achievement of your child.

I look forward to your support and communication in helping your child to improve his/her attendance in the coming months. Included in this letter is a registration certificate for the academic year to date.

Should you have any queries about the information contained in this letter please do not hesitate to contact the school office via email or phone.

Kind regards.

Charlotte Scott  
**Headteacher**

### Example 3

Dear «addressee»

**Re: «chosen\_forename» «chosen\_surname»**

I am writing as «chosen\_forename»'s percentage of absence has not significantly improved and continues to be below the school's average attendance.

I would like to highlight that a high absence rate has a direct impact of the learning of your child. He/she will miss vital learning opportunities and key skills which can have a wider impact on his/her progress. The Department of Education comments that:

*Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.*

I have attached a print-out of «chosen\_forename»'s registration marks which shows the days on which «he\_she» has been absent from School. As «chosen\_forename» has had x days absent from school, since the beginning of the academic year, we will no longer be authorising any absence unless medical evidence is provided. For example a photocopy of a prescription, GP's letter or appointment card.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for:

*Insert date*

*Insert time*

It is imperative that you and *insert name* attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

*Insert names*

If this time is inconvenient, I would be grateful if you could contact me via our Reception on 01322 274080 so that a mutually convenient time can be arranged.

If you do not attend this meeting and x's absence continues to deteriorate, a referral may be made to the Attendance Service via the Early Help Notification.

Wilmington Primary School appreciates your support in this matter and would urge you to ensure that «chosen\_forename» attends school on a regular basis.

Yours sincerely,

Charlotte Scott  
**Headteacher**

## **Appendix 2**

Dear «Name»

I am writing to express my concern over the number of occasions that «Name» has been arriving late at school. I attach for your information a summary of attendance indicating the days «Name» was late. (Code L)

At «Name» school the register is taken at 8:45 am and at 1pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, please do not hesitate to contact us.

Yours sincerely,

Charlotte Scott  
**Headteacher**

### **Appendix 3**

Dear «addressee»

**Re: «chosen\_forename» «chosen\_surname»**

I am writing to express my concern over the number of occasions that «chosen\_forename» has arrived at school after the registers have closed. I attach for your information a summary of attendance indicating the days «chosen\_forename» was late (Code U) and the time of arrival.

At Wilmington Primary School the register is taken at 8:45am and is closed at 9:00am for the morning session and taken again at 1:00pm and closed at 1:15pm for the afternoon session. Pupils who arrive after the register has closed will be marked as 'U'. This records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Education Welfare Officer for further action and possible prosecution

Yours sincerely

Charlotte Scott  
**Headteacher**

## **Appendix 4**

Dear Parent/Carer,

### Penalty Notices for Unauthorised Absence

In 2005, **Kent Local Authority (LA)** introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a rolling period of 100 possible school sessions (not necessarily consecutive)

As you can see from the above we take this opportunity to remind parent(s)/carer(s) (in a non-threatening way) the expectations placed upon schools from now on. Please therefore continue to read the letter and we appreciate your support in this initiative.

The following circumstances will be considered as appropriate reasons for the issuing of Penalty Notices:

- Truancy (including pupils caught on truancy sweeps)
- Parentally-condoned absences
- Unauthorised leave for the purpose of a family holiday in term time
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school ( after the register has closed)

Penalty Notices are issued **per parent or carer per child**.

On receipt of the Notice, the penalty will be £120 reduced to £60 if paid within 21 days. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the LA.

At Wilmington Primary School we consider attendance and these legal powers very important, this is why we are bringing it to your attention.

Please ensure that your child attends school regularly and on time.

Yours sincerely

Charlotte Scott

**Headteacher**

ANTI-SOCIAL BEHAVIOUR ACT 2003 SECTION 23 PENALTY NOTICE FOR UNAUTHORISED ABSENCE £60 PENALTY IF PAID WITHIN 21 DAYS £120 PENALTY IF PAID AFTER 21 DAYS BUT WITHIN 28 DAYS
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## **Appendix 5**

Dear Parent/Carer,

Re «Child's name»

At Wilmington Primary School we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «Name» has been absent from school for a total of «Number» unauthorised sessions («Number» days ). I refer you to legislation regarding Penalty Notices.

In line with the KCC Code of Conduct, penalty notices will be issued for unauthorised absences from school of at least 10 sessions (5 days) during a period of 100 school sessions. A separate Penalty Notice can be issued to each parent or carer and for each child.

‘As from 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in a current term.’ A separate Penalty Notice can be issued to each parent and for each child.

On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached during a rolling period of 100 school sessions.

Should you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Charlotte Scott  
**Headteacher**

## **Appendix 6**

Dear «Name»

### **Request for leave during Term-Time**

**«Child's Name»**

I have received your request to take «Name» out of school for a family holiday between «Date» and «Date», a total of «Number» school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «Name» out of school I will make a request for a Penalty Notice to be issued.

**Or**

You failed to apply in advance for permission for «Name» to be absent from school. As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent or carer** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Charlotte Scott  
**Headteacher**

## Appendix 7

Dear «Name»

### **Traveller Absence**

I am writing to say how concerned I am over the number of times «Name» has been absent from school. Since «Date», has missed «Number» half day sessions achieving an overall attendance rate of «Number»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Attendance Service if «Name»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances

If «Name»'s attendance does not improve and a referral is made to the Attendance Service, you could be prosecuted in the Magistrates' Court unless you can prove that:

- the child has no fixed abode
- because of the nature of your trade or business ( work) you have to travel from place to place and your child has attended school as often as possible
- your child has attended for at least 200 sessions in the past 12 months (for children aged 6 years and over)

If you would like to speak to me about «Name»'s attendance, please telephone the school to make an appointment

Yours sincerely

Charlotte Scott  
**Headteacher**

## **Appendix 8**

Dear «Name»

### **Traveller Absence**

Thank you for contacting me to say that «Name» will be absent from school from «Date» as you will be travelling due to your work.

The law allows me to authorise «Name»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «Name» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «Name» to the Local Authority as a Child Missing Education.

After 20 days absence, the Local Authority will give me permission to take «Name»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Charlotte Scott  
**Headteacher**

## **Appendix 9**

Dear «Name»

### **Traveller Absence**

Thank you for contacting me to say that «Name» will be absent from school from «Date» to «Date» as you will be travelling due to your work.

The law allows me to authorise «Name»'s absence if your trade or business means that you have to travel from place to place. However, if «Name» does not return to school by «Date», which is 10 school days after your planned return date, I will refer «Name» to the Local Authority as a Child Missing Education.

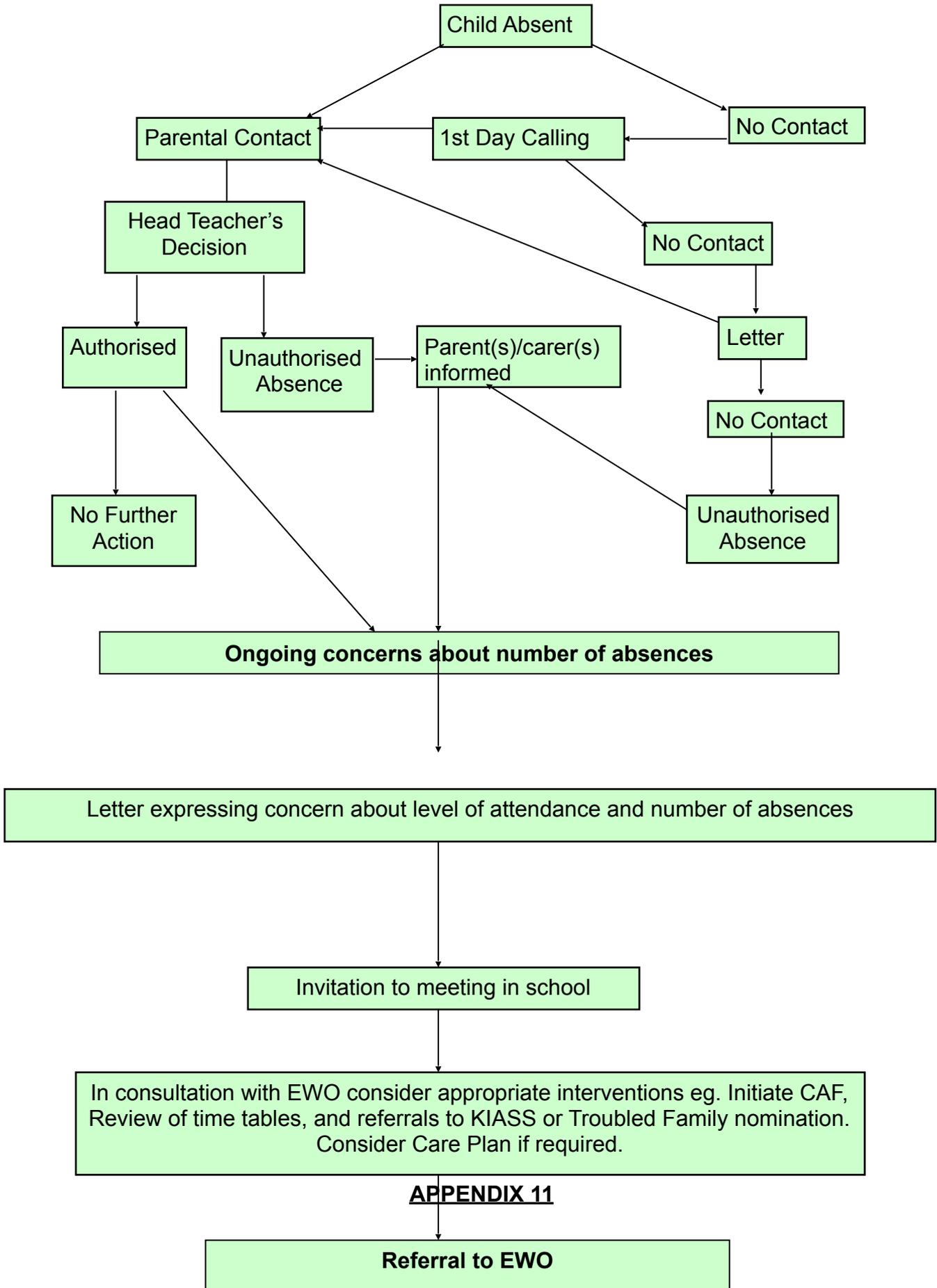
After 20 days absence, the Local Authority will give me permission to take «Name»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Charlotte Scott  
**Headteacher**

**Appendix 10**

**School Based Absence Intervention**



**APPENDIX 11**

### Rashes and skin infections

<u>INFECTION OR COMPLAINT</u>	<u>RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u>
Athlete's foot	None – Athletes foot is not a serious condition, Treatment is recommended
Chickenpox	Until all vesicles have crusted over
Cold Sores	None – avoid kissing with cold sores. Cold sores are general mild and self-limiting
German Measles (rubella)	Four days from onset of rash – preventable by vaccination (MMRx2)
Hand, foot and mouth	None
Impetigo	Until lesions are crusted and healed, or after 48hours after starting antibiotic treatment, as this speeds healing and reduces the infectious period
Measles	Four days from onset of rash – preventable by vaccination (MMRx2)
Ringworm	Exclusion from school not usually required – treatment is required
Scabies	Child can return to school after first treatment
Scarlet fever	Child can return 24 hours after starting appropriate antibiotic treatment.
Slapped cheek/fifth disease. Parvovirus	None (once rash has developed)
Warts and Verrucae	None

### Other Infections

<u>INFECTION OR COMPLAINT</u>	<u>RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u>
Conjunctivitis	None
Glandular fever	None

Head Lice	None – treatment is recommended only in cases where live lice have been seen
Meningitis – Viral	None – milder illness.
Mumps	Exclude child for five days after onset of swelling – preventable by vaccination (MMRx2)
Threadworms	None – treatment is recommended for the child and household contacts
Tonsillitis	None – there are many causes, but most cases are due to viruses and do not need an antibiotic

### **Common Conditions**

<b><u>INFECTION OR COMPLAINT</u></b>	<b><u>RECOMMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u></b>
Cough and cold	None – a child with a cough and cold may attend school
Sickness and diarrhoea	48 hours from last sickness or diarrhoea
Headache	None
Sore throat	None – a sore throat doesn't have to keep a child from attending school

## APPENDIX 12

# WILMINGTON PRIMARY PUPIL ILLNESS AND MEDICATION POLICY

### Introduction

This policy outlines procedures to be followed in the event of pupil illness and managing medication in school. This policy is linked with the following FST policy's:

- Attendance Policy
- Medical Policy
- Safeguarding Policy

### Pupil Illness

#### **i) Decisions by Parent(s)/Carer(s) regarding attendance or absence**

Parents and carers are asked to follow the Department of Health and NHS guidelines regarding minor illness and school attendance (Appendix 11) when deciding if their child is well enough to attend school. Most illnesses can be classified as one of a few minor health conditions. If a parent/carer is unsure whether their child's symptoms warrant a day's absence, please contact the school for advice. If the Parent/Carer is concerned about their child's health, a health professional should be consulted.

#### **ii) Absence reporting procedure**

If a parent/carer has deemed their child to be too unwell for school, they should ring the school before 8:45am on 01322 274080 to report the reason for their child's absence (please refer to Wilmington Primary Attendance Policy). Absence reported as unwell or ill will not be authorised. Please refer to the Attendance Policy for authorised and unauthorised absence criteria.

### **Pupils who become unwell at school**

If a pupil becomes unwell at school, they will be taken by a member of staff to the school office. The following procedure will then be followed:

- Your child will need to explain what their symptoms are, this will be checked against the Department of Health's Guidelines on minor illness and pupil absence.
- If necessary, their temperature will be checked using an ear thermometer
- An assessment will be made on your child's appearance and presentation
- If appropriate, a monitoring period will be completed.
- If appropriate, parent(s)/carer(s) will be contacted to explain the situation and the steps that have been taken.
- If, after the monitoring period, it is felt by the Headteacher/Deputy Headteacher that your child should be collected will be contacted

Every effort will be made to keep your child in school unless they are too unwell to do so. If your child is to be sent home, parent(s)/carer(s) will be contacted and asked to collect their children from school as part of our Safeguarding Procedure. Every effort will be made to contact the parent/carer or failing that, their emergency contacts will be contacted to advise the child needs to be collected from school. It is vital that the school is told if there has been a change of telephone number or details of emergency contacts have changed throughout the year. Please also ensure the data collection sheet is returned asap at the start of the year regarding any changes.

### **Pupils who have an accident at school**

If a child has an accident during school hours, a member of staff trained in first aid will assess the severity of the accident and make a decision to apply first aid if appropriate to do so. Any significant accident or injury will be reported to parent(s)/carer(s) immediately. Head injuries will always be reported to both parent(s)/carer(s). If appropriate and the severity demands, the school will call an ambulance.

Any treatment administered will be recorded in the school accident book, and of the severity requires, the accident will be reported to Local Authority.

### **Pupils on whom live head lice are seen at school**

There is no stigma attached to an outbreak of headlice but as a school, we have a responsibility to try to contain any incidents. Parent(s)/carer(s) are asked to report any cases of headlice so that other parent(s)/carer(s) can be alerted. If we suspect a child has headlice we will inform parent(s)/carer(s) by phone/letter.

Information on treatment of head lice is available from local pharmacies or on the NHS website; [www.NHS.co.uk](http://www.NHS.co.uk)

### **Pupils with ongoing/serious medical conditions**

Please refer to the Wilmington Primary School medical Policy. If your child's condition changes in any way, it is the responsibility of the parent to keep the school informed of this.

## **Pupils who require crutches**

Crutches must have been supplied by a hospital or medical professional in order for your child to use these at school. Parent(s)/carer(s) of pupils who need to use crutches or walking aids, please arrange an appointment and bring in the medical evidence and complete a risk assessment based on your child's needs whilst they are in school.

## **Administration and Management of Medication in school**

### **i) When the school will agree to administer medicine**

The prime responsibility for the child's health rests with parent(s)/carer(s) who should provide the school with information about their child's medical condition either on admission or when the child first develops the medical need.

Where a child has a long term medical need, a health care plan will be drawn up with the parent(s)/carer(s) and health care professionals.

Similarly, the prime responsibility for administering medication to children who attend school rests with the parent(s)/carer(s). However, we recognise that there are occasions when certain prescribed medication is needed throughout the school day. Only school staff who have completed the full paediatric first aid course are able to administer medication to children provided adequate information is provided but there is no legal obligation for them to do this. All staff in schools who agree to do this are insured when acting in accordance with this policy.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day. If a pupil requires medication for a chronic or temporary condition, parent(s)/carer(s) should request that their GP prescribe a dosage which allows for the administration of the medication outside of school hours. However, we recognise that there may be times when this is not possible.

### **We agree to administer prescription medication if the following conditions are met:**

- Prescription medication will be administered in school, providing an Administration of Medication form has been completed and has signed by a parent/carer.
- We would ask for the first dose to be administered at home (especially if it is the first time a child has been prescribed the medication) to ensure that the child has no reaction to the medication prescribed.
- The prescription medication must be clearly labelled from the Pharmacist with the child's name and dosage visible.
- Asthma pumps and containers of medication must be labelled by the prescriber on the pump and container.
- Any change in dosage or medication must be reported to the school immediately

- The school will administer epipen treatment if the need arises to pupils who have a condition requiring such treatment, providing the parent(s)/carer(s) have completed the Administration of Medication form and they have provided an epipen for their child which is in date. The school will not administer treatment with an out of date epipen, nor will it use another child's epipen.
- All medication will be stored securely in either the child's classroom or in the school office/refrigerator.

Parent(s)/carer(s) are also very welcome to come (by prior arrangement) into the school to administer medicines/sun at lunch/break times. It is the responsibility of the parent to deliver and collect the medicine to the office each day.

ii) **Procedures for managing prescription medicines on trips and outings**

- Arrangements for taking any necessary medicines will also need to be taken into consideration for any school visit.
- Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedure. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.
- Permission slips, medical forms and contact details will always be carried.

iii) **How the school will store and record medication**

- Medicines bought into school will be stored securely in the classroom or in the school office. If refrigeration is required, it will be stored in the refrigerator in the office.
- All medicines should be labelled with pupil name, dose and frequency of administration.
- Staff will be aware of where the medication is stored.
- The parent/carers will remain responsible for collecting unused or expired medication at the end of each term.
- Any out of date medication will be returned to parent(s)/carer(s).
- All medication must be brought to the school office and cannot be brought into school by the child

Pupils with a high level of medical need will have a health care plan identifying support provided in school. This will be reviewed regularly and shared with parent/carers.



## **APPENDIX 13**

### **Administration of Medication Form**

Staff will administer medication when you have completed and signed this form.

## Details of Pupil

Surname:		Forename:	
Class:		Date of Birth:	
Condition or illness:			

**Medication**

**Medicines must be in the original container, as dispensed by the pharmacy.  
Please fill in/circle as appropriate**

<b><u>Name of medication:</u></b>		<b><u>Expiry Date:</u></b>
Has your GP prescribed the medicine?	<b>Yes</b>	<b>No</b> <i>We cannot administer</i>
Has your child taken this medication before?	<b>Yes</b>	<b>No</b> <i>First few doses must be administered at home</i>
When was the last dose administered?		

**Full directions for use**

Amount to be administered? <i>(Give exact measure)</i>		
Have you enclosed a spoon/syringe?	<b>Yes</b>	<b>No</b> <i>We cannot administer</i>
Number of doses to be administered at school per day?		
Times to be administered?		
Are there any side effects that the school need to know about?		
Procedures to take in an emergency		
Do you want the school to continue to administer until the course of medicine has finished?	<b>Yes</b>	<b>No, just today</b> <b>Date:</b>

**Contact details**

Have any of your contact details changed from those the school currently holds?	
<b>Yes</b>	<b>No</b>

If Yes, please provide details:

I understand that it is my responsibility to deliver medicine to Reception and collect the medicine at the end of the day from Reception.

The above information is, to the best of my knowledge, accurate and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Print Name:		Signature:	
Relationship to Pupil:			
Date:			

.....  
.....

*To be completed by the school*

**Confirmation of the Headteacher/Deputy Headteacher's agreement to administer medication:**

I agree that that the pupil named on the form\_will be given medicine in accordance with the parental request by

\_\_\_\_\_ (initials of member of staff).

Signed: \_\_\_\_\_

Date:

\_\_\_\_\_

.....  
.....

*To be completed by the school*

**Confirmation of the agreement of staff to administer medication**

I agree to administer the medication according to the details on this form and record the administration of the medicine according to school policies and procedures.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Member of staff 1)

(Member of staff 2)

Date: \_\_\_\_\_

Date: \_\_\_\_\_