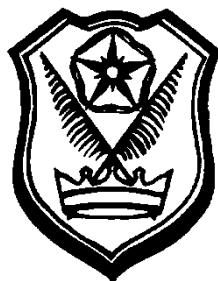


# ST MARGARET CLITHEROW PRIMARY SCHOOL



We live to love, learn, respect  
and follow Jesus who says,  
“Love one another as I have loved you.”

## Attendance and Punctuality Policy

**Legal Status:** Non statutory

**Version Date:** March 2016

**Last Review:** November 2025

**Next Review:** November 2026

**Responsible Person:** Governing Body



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Dear Parent/Carer

We have put together this booklet on our Attendance and Punctuality Policy to make it easy for parents to see at a glance their responsibilities and the expectations from the school and the Department for Education

The policy also explains the legal responsibilities of the school to monitor attendance and punctuality.

I do hope you will take the time to read this, and that you will support us in promoting and achieving excellent attendance and punctuality in our school.

- It is well researched that a pupil's level of achievement is closely linked to attendance. '***If a school can improve attendance by 1%, they will see a 5-6% improvement in attainment***' (Department for Education)
- 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. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%).(Working Together to Improve School Attendance)August 2024

Our school's clear message is "***every minute, every hour and every lesson count***"

Mrs I Heath  
Headteacher

## **'At A Glance' Guide To St Margaret Clitherow's Attendance and Punctuality Policy**

- In accepting an offer of a place and in sending your child to St Margaret Clitherow Primary School, you are agreeing to fully support school policies, procedures and high expectations.
- We expect children attending St Margaret's to aim for 100% school attendance, unless there are medical conditions or other special circumstances which have been notified to the Deputy Head.
- School starts at 8.30 a.m. every day. We have soft start between 8.30am and 8.35 am. This is important as it is a time when the children can catch up with their previous learning and also talk to the teacher. If a child is not in school, parents are required to contact the school via phone or email before 9.00am to let us know the reason for their child's absence.
- For safeguarding purposes, parents must telephone the school on every day of their child's absence unless the school has been notified that the child will definitely be absent for a specific period of time. If the school has not had a reasonable explanation for absence, a home visit may be carried out by a senior member of staff or a Brent Education Welfare Officer as part of our safeguarding procedures.
- Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.
- It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.
- We will continue to focus on this area with children through class work and school assemblies.
- We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.
- We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.
- A child arriving after 8.35am should be accompanied by a parent or suitable adult who must report to the school office with the child. **DO NOT** leave your child at the school gate after 8.35am. This may be viewed as child abandonment and may result in a referral to Social Care.

- If your child comes to school unaccompanied, they will still be required to sign in the late book if they arrive after 8.35am. Please talk to your child about the importance of being in school on time.
- High levels of unauthorised absences or poor punctuality can result in a referral to the Educational Welfare Service or other agencies (social care) which have a duty to investigate further and could result in legal action being taken against you.
- If you are experiencing difficulties with punctuality and would like to talk to us about it, please make an appointment to do so or telephone the Educational Welfare Service.
- Please keep in mind that Breakfast Club is available to children from 7.30 am and Early Adopters Breakfast from 8.00am.
- Leave of Absence during term time will not be authorised for holidays. Parents who choose to ignore this school rule will be issued with a £60 Education Penalty Notice and will jeopardise their child's place in the school.
- Three days is the maximum authorised leave that will be granted for a bereavement of a close relative – any extra days taken will be recorded as unauthorised absence.
- Parents should make every effort to avoid making medical or dental appointments during the school day. It is preferable to try and arrange these during holiday periods or at the end of the school day. An appointment should not result in a whole day's absence from school, unless the circumstances are exceptional.

## **Mission Statement**

We live to love, learn, respect  
and follow Jesus who says  
“Love one another as I have loved you.”

We seek to offer every person the opportunity to be a unique and valued individual, sharing and developing our faith together as a school community.

In order to achieve our mission:

- **We aim** to create a welcoming, secure and caring environment in which all can happily learn and work;
- **We aim** to offer each child a broad, balanced and relevant curriculum of the highest standard to meet their spiritual, emotional, moral, intellectual and physical needs and to prepare them for the responsibilities of adult life;
- **We aim** to develop a spirit of care, generosity, forgiveness and equal opportunity within our multicultural community through prayer and living our faith;

- **We aim** to be a worshipping community by celebrating meaningful and appropriate liturgy and ensuring that prayer life is nourished, guided and developed.

## Aims of Policy:

- To ensure the school meets their safeguarding responsibilities
- To achieve a maximum level of pupil attendance
- To make attendance and punctuality a priority for all those associated with the school and to communicate this effectively to pupils, parents, staff, and governors
- To raise educational achievement of all pupils
- To provide support and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance data
- To promote and reward regular school attendance at individual, class and whole school level.
- To ensure the school takes into account the requirements of the Equality Act 2010 when monitoring and reporting on attendance issues.

## 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](#)

## Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## **Roles and Responsibilities**

The school governors along with the Headteacher, Education Welfare Officer and the Deputy Head will, at the beginning of each school year, set an attendance target for the school.

The school governors are also responsible for ensuring that pupil's names are recorded on the school admissions and daily register. The Chair of Governors is Mrs Mary Boyle. The governor responsible for school attendance is Radka Allen.

The Headteacher, has a responsibility to ensure that the daily register of pupils attending the school is taken and has designated the Deputy Headteacher to monitor and report on attendance.

Parents have a statutory responsibility to ensure their children attend school. Failure to ensure your child attends school regularly will result in a referral to the Education Welfare Service (EWS), who have a duty to ensure that parents meet this responsibility. The EWS can seek legal redress to secure a pupil's attendance if a parent fails in their duty.

## **Working With the Local Authority**

The Education Welfare Service liaises with the Brent Children Missing in Education Team and with the Brent Legal Team to discuss and deal with any concerns.

## **Expectations set out by Ofsted on Pupil Absence**

Our school is inspected periodically by the Office of Standards in Education (Ofsted). When the inspectors visit, they will be looking at the school's level of pupil's attendance and the school's efforts to improve it. This is because maximum attendance plays a vital role in overall pupil achievement.

### **Issues they will consider are:**

- How the attendance level compares with the national average
- How we use our data to improve pupil attendance
- Whether attendance has improved as a result of actions taken by the school, including if we agreed realistic targets with the local authority and met them
- Whether the school has been active in monitoring and promoting the attendance of different minority groups
- How attendance in our school compares with schools in similar socio-economic circumstances is it borough or national
- Whether overall and persistent absence have been reduced and the reduction has been sustained
- What is the impact of systems put in place to help children catch up following periods of non-attendance
- The support available to those pupils who are unable to attend

It is therefore very important that our school makes attendance a priority as it forms a core element that OFSTED takes into account when deciding the grade which is awarded to our school following an inspection.

## **Expectations set out by the Diocese of Westminster**

Our school is also inspected by the Diocese of Westminster every 5 years. As a Catholic school we are guided by an important and coherent vision of education. In choosing a Catholic school for your child you are, in effect, seeking an alternative model of education. Our Catholic school is clear and robust in the principles which guide us and the moral framework within which we educate. The aims of our school are to help everyone within the community to grow in faith, to make the most of every ability and opportunity they have been given, to achieve academic excellence and to prepare well for adult life in a modern and diverse society. The school is unable to achieve this without the commitment of every parent. As the primary educators, parents have a moral obligation to support and enable their children to fully take advantage of the opportunities for learning and development offered at St Margaret's.

**To achieve this, parents are required to ensure that their children attend school regularly and to strive for the highest possible attendance.**

## **How Our School Manages Pupil Absence**

At our school, the attendance of pupils is recorded electronically. This helps the school to produce termly reports for the Department for Education. It also helps the school provide information on pupil attendance for Ofsted inspectors. Each reason for pupil absence has a special code and this assists the school to monitor all patterns of absence. In our school we expect pupils to have a minimum of 96% attendance. Parents of pupils attending this school have a responsibility to make sure their children reach or exceed this target. Through data analysis we can see which pupils fall below this threshold and take action. In all cases where attendance is under 96% reasons for absences are closely examined. Where attendance falls below 85% and/or patterns of absence are a cause for concern, parents are requested to attend a meeting with the deputy headteacher to discuss how the issue can be resolved. Should attendance continue to be a cause for concern then the EWO is contacted. The EWO is a regular visitor to school and works closely in liaison with the school to monitor and address any concerns.

## **Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, 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. 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.

## **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
- Make use of the View Your Education Data tool to compare attendance outcomes of different cohorts of pupils at a local and national level to identify where intervention is most needed.

## **Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers, 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

## **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school and local authority considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Sending letters and arranging meetings
- Devising plans to support the child and the parents/carers on how to improve the child's attendance.

Records of all attendance data are kept by the deputy headteacher.

### **(a) Unauthorised Absences**

At our school it is expected that parents contact the school on each day of school absence so we can meet our safeguarding responsibilities. If it is known that the absence may be more than a few days (e.g broken limb or chicken pox) we may agree to less frequent updates. Following all absences, parents must send in a written

explanation or complete the school 'Reason for Absence' form which can be found in our school lobby.

We may not accept a parent's reason for absence especially if the child's attendance is below 90% and this may lead to the absence being considered unauthorised.

Regular unauthorised absences where a parent has not provided a written reason for absence mean that a parent or parents may be breaking the law and could be:

- issued with a £60 Education Penalty Notice within 21 days or £120 within 28 days. The payment must be made directly to the local authority.  
OR
- prosecuted in a magistrates' court and fined up to £2,500

In very severe cases parents can be imprisoned for up to 3 months. Because school attendance is such a serious matter, parents are informed about attendance matters through our newsletters, academic review meetings and school assemblies. If there is a problem, it is better if a parent speaks with the Deputy headteacher rather than allow a situation to escalate.

### **(b) Regular Pupil Sickness**

If a child is regularly absent due to sickness a parent may be invited to school to discuss their child's absences. This discussion may include other professionals. When a child is regularly absent due to illness the school may request a parent to provide medical details from their GP before continuing to authorise further absences.

### **Pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities,**

In cases of both long term physical or mental ill health, school staff are not expected to diagnose or treat physical or mental health conditions, but they are expected to work together with families and other agencies with the aim of ensuring regular attendance for every pupil.

They should:

- Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.
- Consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.

### **(c) Pupil Leave of Absence in Term Time**

***Holidays during school time is not permitted under any circumstances.*** The school is closed for 14 weeks of the year and parents are expected to use this time for taking holidays and visiting family.

If you have an exceptional circumstance requiring leave during term time, you must write a letter to the Deputy headteacher, explaining the reason. You may then be invited to a meeting at the school to discuss the matter. The final decision will be made by the Headteacher. Parents **must not under any circumstances** make travel arrangements during term time without discussing it with the school first, as they risk losing money.

Children taken out of school for unauthorised leave during term time will be issued with a £60 Education Penalty Notice and may also risk losing their school place. Our governors and local authority fully support that the Headteacher's decision in this matter is final with no right of appeal.

#### **(d) Bereavement Leave of Absence**

At some point, most of us will be affected by the bereavement of a close family member. Whilst it is understood that bereavement often happens with little warning we always appreciate a telephone call to let us know why your child is not in school. Three days authorised leave of absence is the maximum that will be granted for bereavement, with any additional days being recorded as unauthorised.

#### **Punctuality**

School starts at 8.30 a.m. every day. We have soft start between 8.30am and 8.35 am. This is important as it is a time when the children can catch up with their previous learning and also talk to the teacher. Children in Nursery may arrive in the Nursery at 8.45am and must be handed over to a staff member at the Nursery entrance door and not left at the gates.

The register is taken at the beginning of the morning and afternoon sessions. The school has a 'Late Book' in reception in which children's names are recorded if they may have missed the register. As well as recording that a child has arrived at school, this is necessary for health and safety reasons should the building need to be evacuated.

A child arriving after 8.35am should be accompanied by a parent or suitable adult who must report to the school office with the child. **YOU MUST NOT** leave your child at the school gate after these times. This may be viewed as child abandonment and may result in a referral to Social Care.

Children should be collected from school promptly at the following times:

**Nursery: 11.45am (15 hours) 2.45 pm (30hours)  
Main School from Reception to Year 6 : 3:20 pm**

If a parent is going to be late collecting their child, they should ring the school office or notify the school via email [admin@clitherow.brent.sch.uk](mailto:admin@clitherow.brent.sch.uk). The parents must sign the late book when they collect their child. Any parent who regularly collects their child late will be invited to meet with the Headteacher. In very serious cases of children being left late at school the child may be deemed to be abandoned with the local police station being informed, as well as a referral made to Social Care.

Records of all lateness are kept by the Headteacher.

## **School Census Data**

Our school must submit data to the Department for Education (DfE) on the number of pupil's that are persistently absent, for any reason.

- 20% absence is the equivalent to one day's absence, every week throughout the school year
- 20% absence over 5 years is the equivalent to a whole year missed!

***There has been much research into how pupil's achievement is linked to attendance. The DfES states 'If a school can improve attendance by 1%, they will see a 5-6% improvement in attainment' It is expected that parents will ask for advice and additional homework to help their child to make up for the lost learning opportunities while absent.***

## **Children with Special Educational Needs or Disability (SEND)**

We have high expectations of attendance for children with SEND. There should be no reason why children with SEND have different levels of attendance. However, children with SEND may require a higher proportion of medical appointments as a result of their particular needs. As for all children, parents are encouraged to make appointments out of school time whenever possible. Children with a statement of SEND will have attendance level reviewed annually and, it will be considered as an important part of the review process and will be monitored on an ongoing basis.

## **Children on Long Term Leave Due to Illness or Disability**

Occasionally some children have to be away from school over a long period of time due to illness or disability. We will work closely with EWS to ensure that if they are well enough they can continue their education either in hospital or by arranging home tuition.

## **Dental & Medical Appointments**

Wherever possible, parents should make every effort to avoid making medical or dental appointments during the school day. It is vital that these are arranged during holiday periods or at end of the school day. An appointment must not result in a whole day's absence from school.

## **Persistent Absenteeism and Late Arrival at School**

If a child has persistent low attendance, the school will inform the parents and request immediate improvement to preserve the child's education. Parents will also be invited to meet the Education Support Manager to explain any specific reasons for low attendance so the school can look at potential streams of support. If attendance does not improve, a referral may be made to Brent Education Welfare and/or Social Care. If a child frequently arrives late for school, this can also lead to a referral to Brent Education Welfare and/or Social Care. Late arrivals are marked as 'late' (code L) between 8.35am and 9.00am if a valid reason is provided.

Children who already have 3 late marks in a term will have subsequent late arrivals (after 8.35am) marked as 'unauthorised' (code U). All late arrivals after 9.00am are marked as 'unauthorised' absence (code U) if no valid reason provided. If late arrival after 9.00am is due to an appointment which could not be changed, this will only be recorded as an authorised absence if proof of the appointment is seen. Parents are however encouraged to make children's appointments during school holidays or late afternoon to avoid disruption to learning. If punctuality does not improve, a referral may be made to Brent Education Welfare and/or Social Care.

## **Bullying**

Our school does not condone or tolerate bullying. If bullying does occur, it will be dealt with as a very serious matter. No child should feel they cannot come to school for fear of being bullied. There is no place in our school for bullying! Please refer to our anti bullying policy and raise your concerns immediately with the Deputy Head teacher.

## **School Governors**

The Headteacher has a responsibility to report on attendance issues at every meeting of the full governing body. One of the governors' many responsibilities is making sure that each pupil's details are recorded, including address and telephone number. These are very important in case of an emergency. Parents should always ensure that the school has their current contact details. Governors understand the importance of high level of attendance to the achievement and development of all pupils. Having this at heart they support the Headteacher in managing requests for pupil leave of absence during term time and take the position that families have "no right" to such leave as this would have a negative impact on our pupil's education. Our governors decide the start and finish of the school day and determine the dates for the school term and holiday dates. Our Chair of Governors can be contacted via the school office.

## **Safeguarding Children**

Our school must be able to demonstrate to Ofsted that it knows the whereabouts of each child and the reason for their absence. It is very important for the local authority to be able to track children if they are not attending school and, in some cases, for schools to make a referral to Social Care. If your family is moving house, please let us know if you will no longer require a place for your child, with the date that they will be leaving. It is also helpful to us to have the name of the new school that your child will be attending. If you do not have this information at the time, please leave a forwarding address and telephone number so that we can contact you.

Children who leave the school and their whereabouts are unknown will be referred to the Education Welfare Service and may have their details entered on the Brent 'Children Missing from Education Database'

## **Transition to Secondary School**

Some children find the move from primary school to secondary school difficult and this can have a detrimental effect on their school attendance in Year 7. Our school aims to support Year 6 pupils in their transition from primary to secondary school by:

- having a lead member of staff responsible for transition
- continuity in curriculum between Year 6 and 7
- develop pupils' skills in managing their belongings and homework
- attending secondary school induction and taster days working in partnership with the secondary schools who take our children into Year 7 encouraging Year 5 and Year 6 children to take personal responsibility to ensure they arrive at school on time and ready to learn.

Children with a statement of SEND will have a transition review in the summer term before they are due to go to secondary school. The Special Educational Needs Coordinator for the new school will be invited to attend. A visit to the school will be arranged for the parent and pupil. We are committed to ensuring that all our Year 6 pupils go forward to their new schools equipped for a successful transition.

## **How We Celebrate Excellent & Improving Attendance at Our School**

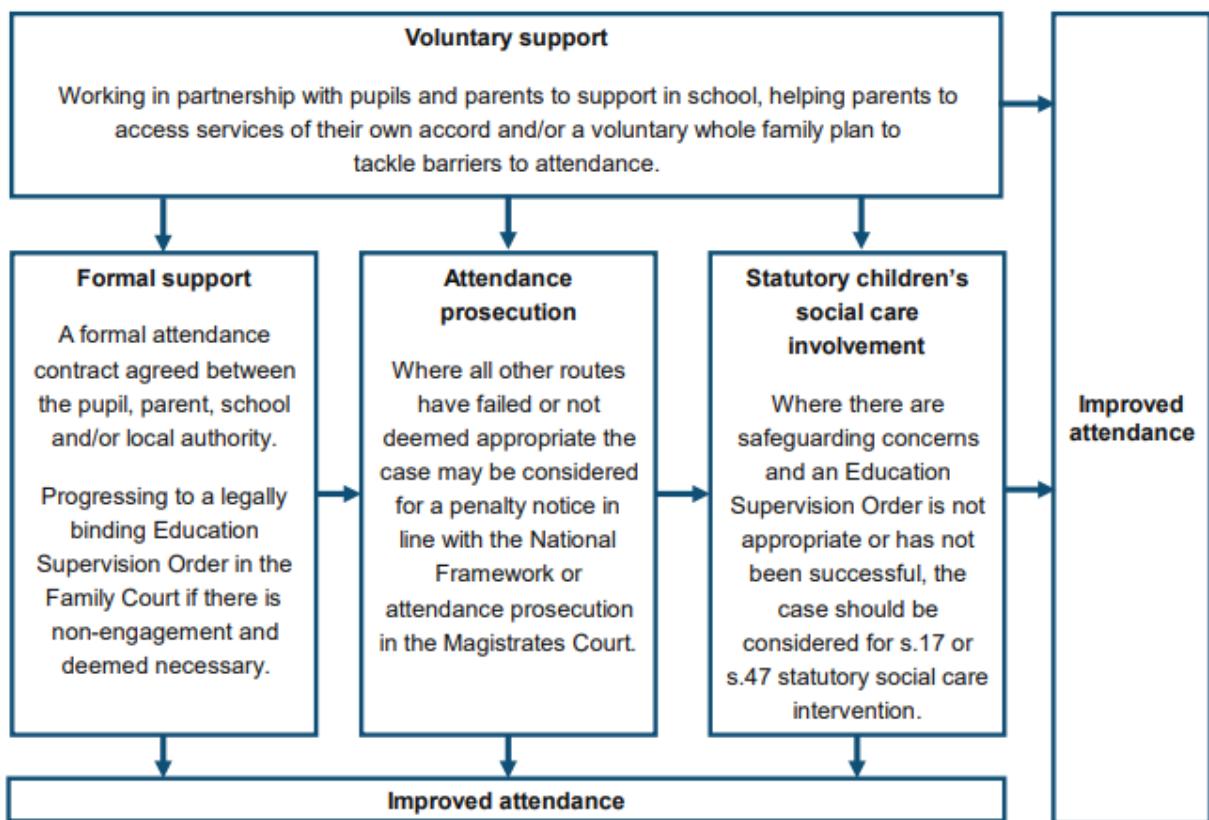
We have several ways to celebrate excellent attendance to motivate and reward. The school newsletter – St Margaret Clitherow's News – contains information about the classes with the highest attendance and the classes with the best punctuality record. Pupils with excellent attendance during the academic year will receive a certificate in a special attendance assembly as well as a special badge each term.

## **Support for Parents**

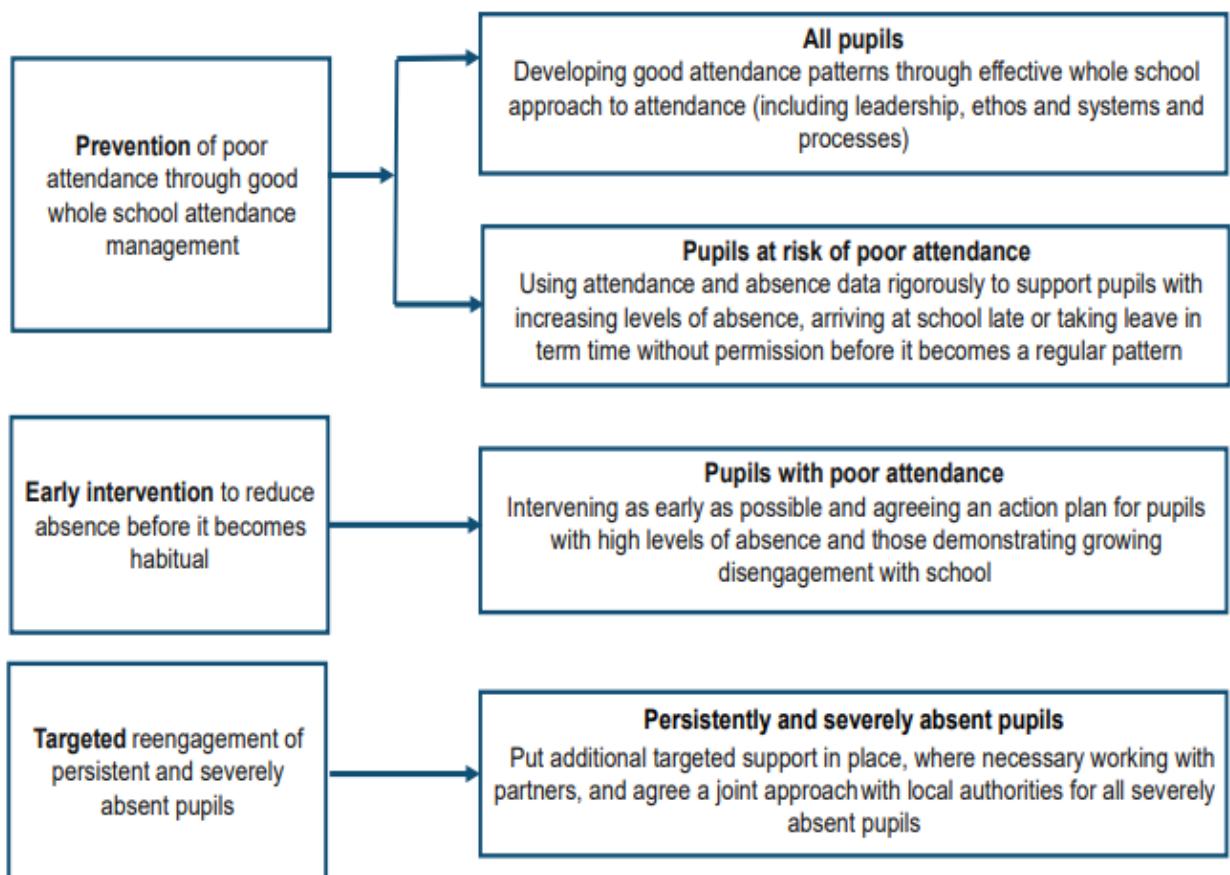
There is a variety of ways that we aim to support parents in achieving excellent attendance for their children we provide

- Breakfast club
- After school club, Kidzone
- Coffee mornings
- Regular opportunities for parents to meet with the Headteacher/senior member of staff
- Teacher / Parent Partnership

## Providing support first before attendance legal intervention



## Effective school attendance improvement and management



# EVERY SCHOOL DAY COUNTS

Pupil Attendance Levels				
100%	95%	90%	85%	80%
<p><b>190 school days</b> in each year - your child has attended every day and had the opportunity to reach their full potential.</p>	<p><b>10</b> days absence means over 60 hours of learning opportunities have been missed. This will have a moderate impact on your child's learning.</p>	<p><b>19</b> days absence is equivalent to missing a month of school. This will have a significant impact on your child's learning</p>	<p><b>28</b> days absence equates to being absent for a whole half-term. It will now be much harder for your child to make learning progress. This is a serious child welfare concern.</p>	<p><b>38</b> days absence is a very serious concern.</p> <p>Your child will have large gaps in learning and may have difficulty maintaining friendships owing to their frequent absence.</p>

## Appendix 2

### **Useful Brent Telephone Numbers**

Education Welfare Service  
020 8937 3326

Parent Partnership:  
Supporting the families of Children with Special Educational Needs  
020 8937 3434

School Admissions Department  
020 8937 3110

Children's Social Care  
020 8937 4300

Brent Child & Family Clinic  
020 8208 7200

### **References**

Improving Attendance at School (Charlie Taylor, DfE 2012)  
Advice on School Attendance (DfE 2013)  
Governors' Handbook (DfE November 2015)  
Framework for School Inspections (Ofsted August 2016)  
Code of Conduct (Brent EWS July 2014) Prosecution Policy (Brent EWS January 2016)  
School Attendance - ([Parental Responsibility](#)) (DfE 2015)

[Children Missing Education](#) (DfE September 2016)

[Brent School Attendance Guidance](#)

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013, 2016

Working Together to Improve school Attendance 2024

## Appendix 3

### Attendance codes

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

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

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

<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 4

If a child's attendance during the school is ...	The child will have lost approximately ...	Or they would have missed approximately ...
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

**Absence = lost opportunity**  
**Do not take your child on holiday or out of school during term time**

## APPENDIX B – The impact of poor punctuality

If in the school year a child is late everyday ...	The child will have lost approximately ...	Or they would have missed approximately ...
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

**Good punctuality is important to maintain good school attendance and to promote positive habits at an early age.**

## Appendix 5

The following table provides guidance on some common childhood illnesses, and whether children need to stay off school\*:

Illness	Recommendations
Chicken pox and shingles	Keep off school for five days from start of rash and until all the spots have crusted over
Cold sores	No need to be off school
Conjunctivitis	No need to be off school
Diarrhoea and vomiting	Keep off school until 48 hours after the last episode of diarrhoea or vomiting
Flu (influenza)	Children should return to school as soon as they have recovered
Glandular fever	No need to be off school
Hand, foot and mouth disease	It is not usually necessary to keep off school
Head lice (nits)	No need to be off school
Impetigo	Keep off school until lesions (spots) are crusted or healed or 48 hours after starting antibiotic treatment, whichever is shorter
Measles	Keep off school for four days from start of rash and until recovered
Molluscum contagiosum	No need to be off school
Mumps	Keep off school for five days from start of swollen glands
Ringworm	It is not usually necessary to keep off school
Rubella (German measles)	Keep off school for four days from start of rash
Scabies	Children can return to school after first treatment
Scarlet fever	Keep off school for 24 hours after starting antibiotic treatment
Slapped cheek / Fifth disease / Parvovirus B19	No need to be off school once rash has developed
Threadworms	No need to be off school
Warts and verrucae	No need to be off school
Whooping cough (pertussis)	Keep off school for two days after starting antibiotic treatment or 21 days from start of cough if no antibiotic treatment has been given

\* From Guidance on Health protection in schools and other childcare facilities (PHE 2018)

# Minor illnesses

## Raised temperature (fever)

If your child is shivery or feels hot, they may have a raised temperature. This may be due to a variety of reasons. If your child has a raised temperature (over 38oC), they should not be in school. It is important to measure the temperature accurately with a digital thermometer, which you can buy from a supermarket or pharmacy. Please follow the instructions for use carefully. Your child should be able to return to school once they feel and look better.

For further information please visit: [www.nhs.uk/conditions/fever-in-children](http://www.nhs.uk/conditions/fever-in-children)

## Rashes

A rash could be one of the first signs of many childhood illnesses, such as chickenpox or measles. The rash or 'spots' may cover the entire body or may only appear in one area.

If your child has an unexplained rash, please seek medical advice. Do not send a child to school with an unexplained rash that may be infectious, until you have consulted your doctor or they are better.

If the rash has been diagnosed as infectious, please see the table in this booklet (page 10) for guidance on whether your child should be attending school.

For further information please visit:

[www.nhs.uk/conditions/rashes-babies-and-children](http://www.nhs.uk/conditions/rashes-babies-and-children)

## Colds and coughs

Children can attend school with a mild cold and cough. If your child has asthma, remember they may need their reliever inhaler more often (see page 7). They should have a spare inhaler and spacer which they can use when they are at school.

Occasionally coughs can be persistent and last for weeks. Children with bad or long-lasting coughs need to see their GP. Once treated, or when the cough is improving and the child is feeling better, they need to return to school.

## Asthma

Asthma is a long-term condition that affects the lungs, and can cause cough, wheeze, difficulty breathing or asthma attacks which make it hard to breathe.

**If your child has asthma, you must ensure that you give the school a spare reliever (usually blue) inhaler and a spacer to be used in school for your child, and their up-to-date asthma action plan.**

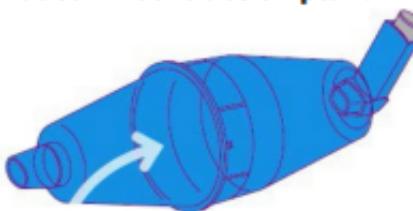
Staff at school will be able to recognise worsening asthma symptoms and will know what to do in the event of an attack, particularly staff supervising sport or PE. Your child's school should have an asthma policy and an asthma register. Most schools in Islington have a designated asthma lead and are Asthma Friendly Schools.

For more information on asthma in schools, please use the following links: [www.asthma.org.uk](http://www.asthma.org.uk) and [www.healthylondon.org/resource/london-asthma-toolkit/schools](http://www.healthylondon.org/resource/london-asthma-toolkit/schools)

### Viral-induced wheeze

Viral-induced wheeze is similar to asthma and a third of children will grow out of viral-induced wheeze by the time they reach Year 1 of primary school. Viral-induced wheeze is triggered by virus infections, and unlike in asthma, children do not have symptoms all year round.

**If your child has viral-induced wheeze, you must ensure that you give the school a spare reliever (usually blue) inhaler and a spacer to be used in school for your child, and their up-to-date wheeze action plan.**



**Using a spacer with an inhaler makes it more effective**

Find out more about asthma inhalers at [www.asthma.org.uk/advice/inhalers-medicines-treatments](http://www.asthma.org.uk/advice/inhalers-medicines-treatments)

It is important for children with wheeze to see a health professional, such as a GP, at least every 12 months to agree your child's wheeze action plan and to review their symptoms, medication and inhaler/spacer technique. A letter from a GP will be requested by school as evidence if a child no longer needs a reliever inhaler and spacer in school.

## Toothache

If your child has a toothache for longer than two days, it is recommended that they see a dentist.

## Ear infections and ear ache

Ear infections are very common, particularly in children. You don't always need to see a GP for an ear infection as they often get better on their own. If your child has a raised temperature (over 38oC), they will need to stay off school until this improves. Your child may also need pain relief if they are experiencing an ear ache.

If there is no improvement in your child after three days, please seek medical advice from a health professional.

For further information, visit: [www.nhs.uk/conditions/earache](http://www.nhs.uk/conditions/earache)

## Headache

If the only complaint is a slight headache, your child will not usually need to be kept at home. If a headache is persistent and not responding to pain relief, contact your GP.

## Tummy ache

If your child complains of mild tummy ache and has no other symptoms, they should go to school. If the tummy ache is associated with vomiting/diarrhoea then your child must stay off school until the symptoms have stopped for two days (see page 9).

If your child complains of repeated mild tummy ache, headache or other symptoms and does not want to attend school, this could be due to your child being unhappy at school, experiencing bullying or finding school work difficult. Speak to your child, the teacher or school nurse to discuss this and find ways of dealing with it.

## Head lice

Head lice and nits are very common in young children. They don't have anything to do with dirty hair and are usually picked up from head-to-head contact. Your child having head lice does not require them to be absent from school.

Head lice and nits can be removed by wet combing. This method should be tried first. You can buy a special fine-toothed comb (detection comb) online or from pharmacies. There will be instructions on the pack, but typically you:

- Use the comb on wet or dry hair, although it usually works best on wet hair with conditioner
- Comb the whole head of hair, from the roots to the ends
- Repeat every few days for two weeks

It usually takes about 10 minutes to comb short hair and 20 to 30 minutes for long, frizzy or curly hair.

## Vomiting and diarrhoea

If a child has vomiting or has diarrhoea, keep them off school. You can usually treat your child at home. The most important thing is to have plenty of fluids to avoid dehydration.

Your child is most infectious from when the symptoms start until two days after they've stopped. Keep them off school until the symptoms have stopped for two days.

### **Do:**

- Wash your hands with soap and hot water frequently and ensure your child does this too
- Always wash their hands after going to the toilet and before preparing or eating food
- Wash dirty clothes and bedding separately on a hot wash
- Clean toilet seats, flush handles, taps, surfaces and door handles every day

### **Don't:**

- Prepare food for other people, if possible
- Share towels, flannels, cutlery or utensils
- Use a swimming pool until two weeks after the symptoms stop

If there is no improvement or if you are worried about your child, please contact NHS 111 or your child's GP. For further information please visit: [www.nhs.uk/conditions/diarrhoea-and-vomiting](http://www.nhs.uk/conditions/diarrhoea-and-vomiting)

## Hand washing

Washing your hands properly removes dirt, viruses and bacteria to stop them spreading to other people and objects which can spread illnesses such as food poisoning, flu or diarrhoea. It is important to teach your children effective hand washing to reduce the spread of germs which can lead to increased school absence.

### **When to wash your hands**

- After using the toilet
- After changing nappies or cleaning up a child who has used the toilet
- Before during and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching rubbish