

Fiveways School

Attendance Policy



Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	January 2024	Swavek Nowakiewicz	September 24

Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		19.01.24
Head Teacher	Swavek Nowakiewicz		19.01.24

Details of Policy Updates

Date	Details
September 2022	<p>Updated from Working Together to Improve School Attendance 6th May 2022 including:</p> <ul style="list-style-type: none"> - help schools, trusts, governing bodies and local authorities maintain high levels of school attendance - summarise the roles and responsibilities of parents, schools, trusts, governing bodies and local authorities - summarise the support that should be provided to families, including for pupils who are persistently or severely absent or at risk of becoming so <p>provide details of attendance legal interventions available to schools and local authorities where support does not work, is not engaged with or is not appropriate.</p> <p>provide details of what schools are required to record in the attendance and admission registers.</p> <p>Updated information re part time timetables, registration times, term time leave</p>
January 2024	Additional information regarding reporting attendance to parents and part-time timetables

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. Recording attendance	4
5. Authorised and unauthorised absence.....	6
6. Strategies for promoting attendance.....	7
7. Attendance monitoring	7
8. Monitoring arrangements	8
9. Part-time timetable	8
10. Links with other policies	9
Appendix A attendance codes.....	10
Appendix B: part-time timetable consent form and Review Meeting Form.....	12
Appendix C: Advice for schools and parents and Request for term-time leave.....	15
Appendix D: Infection Control Additional Information.....	21
Appendix E: Attendance percentage letter and Certificate.....	22

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- We will also promote and support punctuality in attending lessons.

2. 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](#)

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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

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

3.2 The Headteacher

The Headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is James Holgate (Assistant Headteacher) and can be contacted via email jholgate@fiveways.school or the school phone number 01935 476227.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the Headteacher/ Assistant Headteacher (authorised by the Headteacher) when to issue fixed penalty notices.

The attendance officer is Chloe Baker and can be contacted via email cbaker@fiveways.school the school phone number 01935 476227 or a mobile phone number 07557 671013.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and recording this information on SIMS twice daily. **Morning session must be recorded by no later than 9:30am and the afternoon session must be recoded between 12:00 and 12:30pm.**

3.6 School admin/office staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Contact parents by no later than 9:35am if the child did not arrive at the school and the parents did not call the school to inform us about the reason for the child's absence. Admin staff will text using SchoolComs- a communication messaging service and parents can reply to this text. If no reply to the text is received by 10.30, they will ring parents. If they cannot get hold of parents, the admin staff needs to inform the Attendance Officer or Business Manager on days Attendance Officer not in. Headteacher or a member of senior team.
- Contact other carers, for example respite carers if pupil has not been at home the evening before the absence.
- Transfer calls from parents to the teachers or a member of senior team if parents would like to provide more detailed explanation or share concern.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence **before 8:00am and no later than 8:15am** on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide evidence of medical appointments, hospital etc., these can be delivered by hand, posted, or scanned/photographed and emailed to the school.
- Provide the school with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session (**by 9:30am**) of each school day and once during the second session (between **12:00 and 12:30pm**). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made

- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive at school by 8.50 on each school day.

The register for the first session will be taken at 09.00 and will be kept open until 9:30. The register for the second session will be taken at 12.00 and will be kept open until 12.30.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence between 8:00am and 8:15am or as soon as practically possible by calling the school on 01935 476227.

You will need to provide us with the reason for your child's absence and estimated return date to school. If the child will be absent for more than 5 school days we will arrange a member of staff to visit them at home unless arranged otherwise.

We recognise that a number of Fiveways pupils have significant medical needs and at times may be absent from school for a long period of time. In these circumstances we will be in regular communication with the parents and agree how welfare calls will be conducted.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers will be required to provide evidence of medical or hospital appointment etc. These can be delivered by hand, posted, or scanned/photographed and emailed to the school.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parents/carers on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may arrange a welfare call. This means that a member of Fiveways School will arrive at the child's address to check the reason for absence. If we have a concern about the pupil's safety, we will call the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call the parent/carers on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

4.6 Reporting to parents/carers

At Fiveways we believe that all children should attend school 100%. However, we recognise that due to medical conditions and other circumstances for some of our pupils this may not be possible.

All parents/carers receive a half-term attendance letter. Pupil who achieve above 90% will also receive a certificate **Appendix E**. If the pupil's attendance drops below 80%, we will arrange a meeting with parents/carers and put in place an attendance improvement plan. These meetings may be face-to-face, via phone call or Teams call.

Once again, we recognize that some pupils' attendance may be significantly affected, for example by their medical condition or a condition that forms part of their SEND diagnosis. These facts will be taken into consideration when arranging/not arranging attendance improvement meetings.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as compassionate grounds e.g. terminal illness.

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

Valid reasons for **authorised absence** may include:

- Illness and medical appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

- Hospice / respite attendance: To request a period of absence to enable your child to attend a hospice or respite care please complete a 'Request for Authorised Absence' form available from the school office.
- 'Make a Wish' or charity funded/once in a lifetime type trip.

Parents/carers are required to complete a request form if they feel their request meets the above criteria. Please see **Appendix C**

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

Fiveways School is dedicated to promoting good attendance. We are doing this via parent's newsletter, communication books, parent open days and annual reviews. We also celebrate pupil's good attendance and engagement weekly with Star of the Week assembly as well as end of half-term Special Star assembly.

7. Attendance monitoring

The Attendance Officer and the deputy Attendance Officer monitor attendance daily.

The attendance officer generates a weekly report, which is reviewed by the senior team during weekly Senior Leadership meetings. This gives us the opportunity to identify pupils with poor attendance at an early stage.

Every half term we review attendance with the Local Authority Attendance Welfare officer. Annual attendance analysis takes place, which includes focus on vulnerable groups of pupils. We also analyse attendance over time.

7.1 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.

7.2 Analysing attendance

The school will:

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

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and Department Leads 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.

7.4 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 of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- In cases of poor absence, we will put in place an attendance improvement plan. This will be a joined plan between the school and the parents/carers.
- wider support services to remove the barriers to attendance.
- Discuss cases of poor attendance during Local Authority Attendance Welfare meetings with take place every half term

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by Swavek Nowakiewicz, Headteacher. At every review, the policy will be approved by the full governing board.

9. Pupils attending the school part-time

We recognise that some pupils may, at times, benefit from attending the school on a part-time basis for a temporary period. This may be put in place to support the pupils transition to the school, for example if the pupil was absent from the school for a long time or had a long-term illness etc. All part-time attendance arrangements need to be short term and need to lead to full-time education as soon as possible. All part-time attendance arrangements need to be agreed with the local authority and consented by the parents. Please see **Appendix B**

All part-time attendance arrangements will be closely monitored and will be subject to 6 weekly review meetings. During the meeting we will review the effectiveness of the part-time timetable which must lead to an increase in attendance and finally full-time attendance.

For some pupil we may put in place a flexible timetable. For example, if a pupil is undergoing medical treatment or has a significant medical condition that prevents them from attending the school. On

those occasions we will be guided by medical professionals and the parents and agree an alternative plan if the pupil cannot attend school on a full-time basis or attends the school on the days specified in the part-time table.

Please note that all flexible arrangements will be monitored under part-time timetable policies and procedures.

If despite parents/carers commitment to assure good attendance the pupil refuses or cannot attend school full-time or part-time, for example because of not managing transitions between home and the school or due to other factors rooted in their medical condition or a condition that forms part of their SEND diagnosis we will refer this case to an external agency and hold Team Around the Family (TAF) meeting. An agreed plan will be created to support the pupils return to school, which may include a flexible timetable that will be reviewed and monitored under the part-time timetable policy and procedures.

The effectiveness of part-time and flexible time-table arrangements attendance will be shared with the Local Authority Attendance Welfare officer during scheduled meetings.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix A: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public

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

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

Appendix B: part-time timetable consent form and Review Meeting Form

This should be completed for any pupil on a part-time timetable.

Pupil Name: Year Group.....

Is the child subject to a Child Protection Plan: YES/NO

Has the pupil had a part-time timetable before? YES/NO – If yes when and for how long for?

Name of parents/carers:				
Name of lead person in school:				
Name of social worker (if applicable):				
Name of SEN caseworker (if applicable):				
Name of Virtual School rep (if applicable):				
Name of Education Welfare Officer (if applicable):				
Reason for the part-time timetable				
Interventions already tried and impact of interventions				
Date of meeting agreeing the part-time timetable:				
Start date of part-time timetable:				
Number of hours in education each week:				
Review date of part-time timetable: (This should be in a 6 week period or more frequently where appropriate)				
Proposed end date of part-time timetable:				
Time table (Indicate precise times of attendance)				
Monday	Tuesday	Wednesday	Thursday	Friday

Objectives of the part-time timetable/interventions to support:

Any other comments relating to this part-time timetable:

I understand my child has been placed on a part-time timetable for a limited period of time.

I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:

- Take full responsibility for my child during the hours when my child does not attend school.
- Ensure there is supervision of school work during those hours.

Furthermore, I understand that the school will check on a regular and adhoc basis, the safety of the pupil whilst not at school.

Parent/carer signature.....Date.....

During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable.
- Hold a review on the agreed date.
- Provide work for the child to do whilst at home and mark all work complete.
- Ensure safeguarding protocols are in place to check pupil wellbeing

School signature.....Date.....

Other signatures (if required):

SEN Caseworker.....Date.....

Social Worker.....Date.....

Virtual School Rep.....Date.....

Education Welfare Officer.....Date.....

Once completed this form should be retained with the pupil's school records

Meeting Focus:	Name 6 week Review	Date				
Part Time Placement Review Meeting Form						
Present :						
Discussion Points						
<p>Matters arising from last meeting:</p> <ul style="list-style-type: none"> - - - <p>Progress made over the course of the past 6 weeks</p> <p>School</p> <ul style="list-style-type: none"> - - - <p>Home</p> <ul style="list-style-type: none"> - - - 						
Is the pupils next step full-time provision?	School view	Yes	No	Parent View	Yes	No
Why?						
<p>Areas to develop.</p> <ul style="list-style-type: none"> - - - - 						
Action points				Timescale		

1.	
2.	
3.	
4.	

TERM TIME LEAVE

ADVICE FOR SCHOOLS AND PARENTS



Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and come into force on 1 September 2013.

The amendments make it clear that Headteachers can only grant leave of absence during term time for exceptional circumstances. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations it is suggested that exceptional leave may include:

- Forces staff returning from lengthy active service abroad.
- Police, Fire Service staff being told when they can or cannot take leave.
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas
- Parents having to work abroad for a fixed, minimum term period.

Somerset County Council (SCC) supports schools:

- In expecting parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer-term health and well being.
- In ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school of their child. Schools must explain their stance on term time leave in their attendance policy so parents/carers are clear on expectations and potential consequences, such as any unauthorised absence including taking term time leave not agreed with the school, can result in a Penalty Notice being issued to each parent for each child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, they might receive a criminal conviction and a potential fine of up to £1,000. Full Penalty Notice details are contained within the Code of Conduct on Somerset County Council's web site.

SCC cannot override a school's decision not to authorise any term time leave. There is no right of appeal.

Taking a child on holiday in term time interrupts the learning of the whole class. Teachers have to spend time helping children catch up when they return. Parents should arrange holidays for the 13-week school holiday periods. Schools are open 190 days which leaves 175 days of the year for a holiday.



REQUEST FOR TERM-TIME LEAVE

To the Headteacher

School/College

I wish to apply for term time leave for my child

Name	Class
1.	
2.	

from

to

inclusive

The Exceptional Reasons for this request are:

Signature

(Parent/Carer)

.....

Date

.....

Signature

(Headteacher)

..... Approval given: YES/NO

Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.

NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.



APPROVAL LETTER

Dear

Name of Child:

Re: Request for Term Time Leave

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

The leave is from

to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature

(Headteacher)

.....

Date

.....



LETTER OF REFUSAL

Dear

Name of Child:

Re: Request for Term Time Leave

You have requested _____ school days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other

Please be aware that if you decide to proceed with the Unauthorised term time leave the school may request a Penalty Notice to be issued by the Local Authority.

Signature
(Headteacher) _____

Date _____

Please note: If refused an additional letter will be sent.

Dear,

Thank you for your recent term time leave request form.

On this occasion I am not able to authorise «chosen_forename»'s leave of absence from **insert date at time of printing** to **insert date at time of printing**, for the purpose of a family holiday.

I have no wish to deprive families of a well-earned family holiday, but my first concern has to be the educational development of «chosen_forename». Requests for holiday leave are never taken lightly and in taking this decision I have considered «chosen_forename»'s overall level of attendance, academic attainment and the impact any leave may have on public examinations and tests.

If you decide to go ahead with your proposed holiday, «chosen_forename»'s absences will be marked as unauthorised. I should inform you that unauthorised absences are referred to the Local Authority who may under certain circumstance consider issuing you with a Penalty Notice or other legal action in relation to unauthorised absences.

If you wish to discuss this matter further, please feel free to make an appointment to see me.

Yours sincerely,

Appendix D Infection Control Additional Information

<u>ILLNESS</u>	<u>RECOMMENDED PERIOD KEPT AWAY FROM SCHOOL</u>	<u>COMMENTS</u>
Diarrhoea & vomiting	Two clear school days from <u>last episode</u> of diarrhoea or vomiting.	If a Student experiences such an episode on a Tuesday they should not be school until the Friday of that week, at the earliest.
E coli 0157 VTEC, Typhoid & Shigella (Dysentery)	Exclusion is important for some children. Always consult HPU.	Exclusion applies to young children & those who may find hygiene practices difficult to adhere to. Local HPU will advise. Exclusion from swimming for 2 weeks following last episode of diarrhoea.
Cryptosporidiosis	Exclusion may be necessary.	(As Above)
RESPIRATORY INFECTIONS		
“Flu” (Influenza)	Until fully recovered	SEE: Vulnerable Children
Tuberculosis	Always consult with HPU 2 weeks after start of treatment.	Not usually spread from children. Requires prolonged, close contact for spread.
Whooping Cough (Pertussis)	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment non-infectious coughing may continue for many weeks. HPU will organise any contact tracing necessary.
RASHES/SKIN		
Athletes foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	5 days from onset of rash and lesions are crusted over	SEE: Vulnerable Children & female staff - pregnancy
Cold Sores (herpes simplex)	None	Avoid kissing contact with the sores. Cold sores are generally a mild self-limiting disease.
German Measles (rubella)	6 days from onset of rash	Preventable by immunisation SEE: Female Staff - pregnancy
Hand, foot & mouth	Until Clinically Well	Contact HPU if a large number of children are affected. Exclusion maybe considered in some circumstances.
Impetigo	Until lesions are crusted or healed, or 48hrs after commencing antibiotics.	Antibiotic treatment by mouth may speed healing & reduce infectious period.
Measles	4 days from onset of rash	Preventable by vaccination SEE: Vulnerable Children & Female Staff - pregnancy
Molluscum Contagiosum	None	A self-limiting condition
Mumps	Until Swelling has subsided (Minimum of 5 days)	
Ringworm	Until treatment commenced	Treatment is important & is available from Pharmacist. NB for ringworm of Scalp – treatment by GP is required. Also check & treat symptomatic pets.
Roseola (infantum)	None	None
Scabies	Child can return after 1 st treatment	2 treatments 1 week apart for cases. Contact should have 1 treatment; include the entire household & any other very close contacts.
Scarlet Fever	If well Child can return to school 24hrs after commencing antibiotics.	Antibiotic treatment recommended for affected child.
Slapped Cheek / fifth disease Parvovirus B19	Until Clinically well.	SEE: Vulnerable Children & Female Staff - pregnancy
Shingles	Consult HPU for individual advice.	Can cause Chickenpox in those who are not immune, i.e. have not had chickenpox. SEE: Vulnerable Children & Female Staff – pregnancy
Warts & Verrucae	None	Verrucae should be covered in swimming pools, gyms & changing rooms.
OTHER INFECTIONS		
Conjunctivitis	None	If an outbreak/cluster occurs consult HPU.
Diphtheria	Exclusion is important. Always consult with HPU	Preventable by vaccination. HPU will organise contact tracing.
Glandular Fever	Until Clinically Well	About 50% of children get the disease before they are 5 & many adults acquire the disease without being aware of it.
Covid 19	Please see latest guidance links from government websites	https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19 https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

Appendix E: attendance percentage letter and Certificate

Fiveways School

A Specialist School for 'Communication & Interaction'

Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Victoria Road, Yeovil Somerset BA21 5AZ

Tel: 01935 476227

Headteacher: Mr Swavek Nowakiewicz

E-mail: office@fiveways.school

Website: <http://www.fivewayschool.co.uk>

"What does a good life look like for me now and in the future?"

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

«chosen_forename» «chosen_surname» - DOB «date_of_birth»

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance causes concern. We would like to update you on your child's attendance for this academic year.

Overall School Attendance	«percentage_attendance»%
Authorised Absence	«total_authorised_absences»%
Unauthorised Absence	«total_unauthorised_absences»%

If your child is unable to attend school, please phone, text or email the office by 8.00 am each day that your child is absent. This is a legal requirement as stated in our attendance policy to ensure our attendance records meet government guidelines.

We recognise that some pupils' attendance may be significantly affected, for example by their medical condition or a condition that forms part of their SEND diagnosis. These facts will always be taken into consideration. If you have any concerns please get in contact.

Yours sincerely

Mrs Chloe Baker

Safeguarding & Attendance Officer



Attendance Special Certificate

Awarded to

«chosen_forename» «chosen_surname»

For making a big effort in attendance
this term



Fiveways Special School

