

**NEW LINE LEARNING  
ACADEMY**

**Attendance  
Policy**

**EFFECTIVE DATE  
FEBRUARY 1<sup>ST</sup> 2017  
REVISED AUGUST 2017**

Future Schools Trust 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 Academy/School will strive to provide a welcoming, caring environment, whereby each member of the academy/school community feels wanted and secure.
- All Academy/School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The Academy/School will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.
- To meet these objectives, the Academy/School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### **Statement of Intent**

New Line Learning Academy 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 and we use a variety of termly and annual awards to promote good attendance and punctuality.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at New Line Learning Academy.

Aims:

- The school aims to promote, among parents 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 Academy's prospectus and regular parental bulletins are sent via email.

- Parents are advised of the school's expectations during the induction meetings for new children.

## **Parental Responsibility**

Parents 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 parents' responsibility to contact the Academy every day that their child is absent. The following lines of communication can be used to report absence: Telephone: 01622 743286 – dial 1 to report absence. This option is available at any time, day or night. A message should be left stating the student's name, year group, name of caller and reason for absence / 07590443053 or alternatively an email can be sent to [attendance@futureschoolstrust.com](mailto:attendance@futureschoolstrust.com). This is a safeguarding requirement so that all parties know that your child is safe. Parents should regularly update the school and inform on when their child is returning.**

Pupils are expected to arrive by 8:20am. All pupils that arrive late must report to the student reception or Attendance Team on the Late Door, where the reason for lateness will be recorded.

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

At New Line Learning Academy there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

There is a designated Attendance Team who have overall responsibility for monitoring attendance issues. The team consists of Mrs S Mackie – Assistant Head Teacher, Mrs E Brown – Family Intervention Officer and Mrs C Allcock – Attendance Officer.

Class teachers are expected to complete a register within the first 10 minutes of each lesson throughout the school day and update to register to show any late arrivals to the lesson after the register has been taken. The registers taken first thing in the morning and again in the afternoon after lunch time, are the registration marks that will be shown on a registration certificate. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006). Teachers mark pupils present, absent or late. The class teacher notifies the attendance team of children whose attendance is causing concern.

## **Incorrectly recorded registration marks**

If a child has been marked present in a class incorrectly, vice versa, or the register has not been updated to show late arrivals to the lesson, the class teacher will be held to account for the first mistake by Mrs S Mackie (Assistant Vice Principal, responsible

for Attendance and Behaviour). Repeated mistakes will not be tolerated and in such cases the Head Teacher will hold the named member of staff to account, and will take appropriate measures to address this safeguarding issue via the Future Schools Trust HR department.

It is the responsibility of Mrs Carole Allcock (Attendance Officer) to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by text, followed by a phone call if no reason has been provided by the afternoon registration.
- Where there has been no communication, letters are sent to parents requesting reasons for absence. If no reason for absence has been provided within 2 weeks of sending the letter, the absence will be recorded as unauthorised.
- The appropriate attendance code is entered into the register (National Attendance Codes)

It is the responsibility of Mrs Emma Brown (Family Intervention Officer) to ensure:

- Absence trends are identified, including sibling patterns
- Relevant staff are made aware of any issues affecting pupil's attendance, providing it is appropriate to do so. Confidential Information provided by parents and pupils will only be shared on a need to know basis.
- Persistent Absentees are identified and contact is made with parents via telephone, meetings and home visits if necessary
- Interventions and support are offered to families and children with attendance concerns, including in house interventions and outside agency interventions
- Sign posting families to relevant agencies for support
- Relevant referrals are made for attendance concerns where all other avenues of support have been exhausted.

### **Procedure for monitoring attendance**

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

- 95 – 100% - absence is monitored by Tutors who will investigate any concerns and liaise with the Attendance Officer.
- 90 – 94% - An attendance letter will be sent (please see appendix 1) highlighting concerns that the student's attendance has fallen below the expectations of the Academy. Courtesy telephone calls will be made during the term by a member of the Attendance team to discuss any potential issues. If the student's attendance drops lower during the term, parents/carers will be invited into school for a meeting with Mrs E Brown, and Mrs S Mackie to discuss the concerns (please see appendix 2)
- 80 - 90% - A medical evidence request letter will be sent (please see appendix 3) as we will no longer be authorising any further absence. Medical evidence can be in the form of a prescription or medication packet, an appointment card or medical label. A parent does not have to supply this to the school if they

choose not to, however if a prosecution is sought from the PRU, Inclusion and Attendance Service, this would be a parents only defence in court. Further unauthorised absence will result in a Penalty Notice Warning letter being sent (see appendix 4), advising parents they are at risk of receiving a Fixed Penalty Notice. Once a child has missed 10% of education and their attendance is 90%, the child is considered a Persistent Absentee. We are required by law to provide a list of names to the Local Authority of those students who fall into the Persistent Absentee category of missing 10% of school. Parents/carers will be invited to attend a Governors Attendance Panel meeting (see appendix 5) which will consist of the named Governor responsible for attendance, Mrs P Murphy – Head Teacher, the pupil's Student Support Manager (if appropriate) and Mrs E Brown – Family Intervention Officer. An Attendance Improvement contract will be made, with the expectation that the child's attendance will improve which will prevent further action being taken. This will then be monitored over the next 3 weeks. Failure to attend this meeting will result in a consultation with the PRU, Inclusion and Attendance Service regarding the concerns around the child's non-attendance and lack of parental engagement.

- Under 80% - Due to no improvement being made after the Attendance Improvement contract, an Early Help referral will be considered, dependant on the individual family circumstance. If this step is not appropriate, further advice and possible action from the PRU, Inclusion and Attendance Service will be sought. 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 Head Teacher and the PRU, Inclusion and Attendance Service when appropriate. Please also refer to the FST CME policy.

### **Lateness**

New Line Learning Academy opens the doors to students at 8:00am, should they wish to arrive and have breakfast, which is available to purchase from the canteen. Morning registration is taken at 8:30 am and pupils are expected to arrive by 8:20am. Pupils arriving after 8:30am must enter school by the student entrance and their names will be recorded by the Attendance Team monitoring the late arrivals. All pupils who arrive late will be issued with a 15 minute detention at the end of the school day to be held with their Wellbeing Tutor. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 8:50 am and 1:40 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness both before and after the register has closed (U) will be discussed with parents, and a letter will be sent (appendix 7, example a and b). Frequent lateness

after the registration has closed could provide grounds for prosecution or a Penalty Notice.

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council’s Education Penalty Notices Code of Conduct effective from April 2017.**

- 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/carer 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 Head Teacher can authorise absence using a consistent approach. **The Head Teacher 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, parents will be notified. New Line Learning Academy follow the guidelines for absence as stated in the Department of Health and NHS guidelines for school attendance and illness, and would encourage parents to do the same. A copy of this document will be sent out annually to parents, or can be downloaded from

[https://www.gov.uk/government/.../guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](https://www.gov.uk/government/.../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 parents 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 parents 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 with Mrs E Brown, Family Intervention Officer and the pupils Head of Year.

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

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

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- 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 April 2017.**

- 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 (50 school days) – 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 parents 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 Head Teacher 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 Head Teacher'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.

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 Head Teachers 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.

Parents are requested to submit requests for leave of absence/holidays during term time to the Head Teacher. The Head Teacher will then respond in writing with their decision to authorise or unauthorise the absence. (appendix 8)

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 asked to present to the medical department to see Mrs J Winter – Medical Officer. The medical procedure will then be followed as stated in the Pupil Illness and Medication policy. (please see appendix 9). We will make every effort to keep the pupil in school, whilst ensuring they are monitored and it is safe to do so. Parents will be contacted via telephone to explain the ailment and what measures have been taken to address this. If the child is too unwell to stay in school, after procedures have been followed as stated in the Pupil Illness and Medication Policy, parents will be asked to come to the school to collect their child to take them home. This supports New Line Learning Academy's safeguarding procedures. If the child presents as unwell in the morning before school, we request that parents follow the Department for Health's guidelines on school attendance before deciding whether to keep the child absent from school for the day. If Parents/Carers 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, a Student Health Care Plan must be requested by the parent/carer from the office (Appendix 9b), then complete 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 unless it is clearly stated in the medication forms that this is essential to your child's health, for example an EpiPen for allergies.

**Appendix 1 Absence Letter**

**Appendix 2 School Attendance Meeting Letter**

**Appendix 3 Medical Evidence request letter**

**Appendix 4 School Letter Warning re: Penalty Notice Referral**

**Appendix 5 Governor Attendance Panel Meeting Letter**

**Appendix 6 Department of Health and NHS guidelines regarding absence**

**Appendix 7a Frequent Lateness Letter (L code)**

**Appendix 7b Frequent Lateness Letter (U code)**

**Appendix 8a Request for Leave Letter (Authorised)**

**Appendix 8b Request for Leave Letter (Unauthorised)**

**Appendix 8c Request for Leave Letter (Suspected Holiday)**

**Appendix 9a Pupil Illness and Medication Policy**

**Appendix 9b Student Health Care Plan**

**Appendix 10a Traveller Absence Letter**

**Appendix 10b Traveller Absence (CME)**

**Appendix 10c Traveller Absence (Off Roll)**

## APPENDIX 1

«addressee»

«address\_block»

«date\_of\_printing»

### **NOTIFICATION OF SCHOOL ATTENDANCE BEING UNDER THE GOVERNMENT'S NATIONAL TARGET FOR ALL SECONDARY SCHOOLS**

Dear «salutation»

I am writing to inform you that it has been brought to my attention that «chosen\_forename»'s attendance is below the Government's national target of 95%. «chosen\_forename»'s attendance percentage currently stands at «percentage\_attendance»%.

We are aware that this could be for a variety of reasons, with illness or medical appointment's accounting for absence that cannot be helped, however we are also aware that there may be other reasons why the attendance percentage is low, and would encourage parents to approach the school to discuss further in these circumstances.

New Line Learning Academy would appreciate your support with encouraging good attendance, and would urge you to contact the school to discuss any problems that your child may be having at school or home, if the attendance percentage is likely to drop further.

Once the attendance percentage drops below 90%, your child will be considered a persistent absentee and we will be expected to take further action. This could be in the form a Fixed Penalty Notice being applied for, which could result in a penalty of £120 per parental figure, reduced to £60 if paid within 21 days, or a referral being made to the Attendance Service for a prosecution under Section 444 of the Education Act 1996.

If you would like to discuss your child's attendance further please do not hesitate to contact Emma Brown, Family Intervention Officer, on the school phone number as stated on the bottom of this letter.

Yours Sincerely

Mrs Sharry Mackie

Assistant Head Teacher

New Line Learning Academy

**APPENDIX 2**

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**School Attendance Meeting**

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

**Date of Birth:** «date\_of\_birth»

**Attendance Percentage:** «percentage\_attendance»%

My attention has been drawn to the fact that «chosen\_forename» is not attending school regularly.

You are required to attend a meeting on ..... at ..... to explore the issues around «chosen\_forename»'s poor attendance. The meeting will be attended by Emma Brown Family Intervention Officer and either a Student Manager or a member of the Senior Leadership Team.

It is essential that you and «chosen\_forename» are present. If this appointment is inconvenient, please contact me so that an alternative date can be arranged.

If you do not attend this meeting, or fail to contact me prior to the date set and «chosen\_forename»'s attendance does not improve, a request for a Fixed Penalty Notice or a referral to the Local Authority School Liaison Officer may be made. A Fixed Penalty Notice could carry a fine of up to £120 per parental figure, reduced to £60 if paid within 21 days. Failure to pay the Penalty Notice could result in a prosecution under section 444 of the Education Act 1996.

Yours sincerely

Mrs Emma Brown  
Family Intervention Officer  
New Line Learning Academy  
01622 743286 / 07908682860

### **APPENDIX 3**

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re:- «forename» «surname» «reg»**

We are concerned about «forename»'s attendance and the amount of absence «he\_she» has had from school. The Government National target, is 95%, «forename»'s current attendance percentage is «percentage\_attendance»% which is below the expectations. Children who come to school every day achieve more and have greater career choices upon leaving education.

Due to the amount of absence your «son\_daughter» has had so far this academic year we will no longer be authorising further absence unless medical evidence is provided.

Medical evidence can be in the form of a prescription, an appointment card, or medicine packet that has been prescribed by your Doctor. It is important to note that you do not legally have to provide us with this, but failure to provide medical evidence will result in the absence being recorded as unauthorised and could result in involvement from the Attendance Service. If the Attendance service decide to proceed with a prosecution, then medical evidence will be one of your only statutory defences in court. Therefore, we ask for this before it even gets to this stage as a way of trying to prevent a referral being made.

A referral to the Attendance Service could mean that you are at risk of receiving a Fixed Penalty Notice which could carry a fine of up to £120 per parental figure, reduced to £60 if paid within 21 days or you could be at risk from a prosecution under Section 444 of the Education Act 1996, for failure to secure regular school attendance.

We appreciate your support and would urge you to encourage «forename» to attend on a regular basis. Should you wish to discuss this further please do not hesitate to contact me on the number below.

Yours sincerely

Emma Brown  
Family Interventions Officer  
New Line Learning Academy  
07908 682860

## **APPENDIX 4**

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

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

At our school we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «chosen\_forename» has been absent from school for a total of «total\_unauthorised\_absences» unauthorised morning or afternoon sessions. I refer you to legislation regarding Penalty Notices.

*‘As from April 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from school of at least 10 sessions (5 days) in 100 possible sessions of school attendance.’* 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 in 100 possible sessions of school attendance (50 days).

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

Yours sincerely

Mr P Murphy  
Head Teacher  
New Line Learning Academy

**APPENDIX 5**

«addressee»  
«address\_block»  
«date\_of\_printing»

Dear «addressee»

**School Governor Attendance Panel Meeting**

**Name:** «chosen\_forename» «chosen\_surname»  
**Date of Birth:** «date\_of\_birth»

My attention has been drawn to the fact that «chosen\_forename» is not attending school regularly.

You are invited to attend a Governors Attendance Panel Meeting at New Line Learning Academy on #date and time# to explore the issues around «chosen\_forename»'s poor attendance. The meeting will be attended by the Governor responsible for attendance, Mr Paul Mrphy, Head Teacher, your child's Student Support Manager and Emma Brown, Family Intervention Officer.

It is essential that you and «chosen\_forename» are present. If this appointment is inconvenient, please contact me so that an alternative date can be arranged.

If you do not attend this meeting, or fail to contact me prior to the date set and «chosen\_forename»'s absence does not improve, a request for a Penalty Notice or a referral to the Local Authority School Liaison Officer may be made.

Penalty Notices are issued to **each parent** 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 Local Authority.

Yours sincerely

Mr P Murphy  
Head Teacher  
New Line Learning Academy

## APPENDIX 6

### 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 (rubellea)	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 24hours 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>RECCOMENDED PERIOD TO BE KEPT AWAY FROM SCHOOL</u></b>
Cough and cold	None – a child with a cough and cold may attend school
Headache	None
Sore throat	None – a sore throat doesn't have to keep a child from attending school

**APPENDIX 7a**

Parent name

Address

Date

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 New Line Learning Academy, the register is taken at 8:30 am and pupils are expected to arrive at 8:20am. Afternoon registration is taken at 1:30pm.

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,

Mr P Murphy  
Headteacher  
New Line Learning Academy

**APPENDIX 7b**

Name  
Address

Date

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 New Line Learning Academy, the register is taken at 8:30am, pupils are expected to arrive by 8:20am to prepare for the school day. Morning registration closes at **8:50am**. Afternoon registration is taken at 1:30pm and closed at **1:50pm**. 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 Fixed Penalty Notice request being made or a referral to the Education Welfare Officer for further action and possible prosecution

Yours sincerely

Mr P Murphy  
Headteacher  
New Line Learning Academy

**APPENDIX 8a**

Name

Address

Date

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 be authorised. #Name will be expected to request any work that will be missed during this period from his/her teachers in order to complete this whilst away.

Yours Sincerely

Mr P Murphy

Head Teacher

New Line Learning Academy

**APPENDIX 8b**

Name

Address

Date

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 now have to make a request for a Penalty Notice to be issued.

Yours Sincerely

Mr P Murphy

Head Teacher

New Line Learning Academy

**APPENDIX 8c**

Name  
Address

Date

Dear «Name»

**Request for leave during Term-Time**

**«Child's Name»**

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

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

Mr P Murphy  
Head Teacher  
New Line Learning Academy

## APPENDIX 9a

# NEW LINE LEARNING ACADEMY 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 Parents/Carers 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 1) when deciding if their child is well enough to attend school. Most illness' 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 01622 743286 / 07590443053 to report the reason for their child's absence (please refer to FST Attendance Policy). When leaving a message on the absence line, please state the child's name, form and a clear reason for absence. 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 excused from lesson with a signed note from the class teacher and will be sent to the medical room. Mrs J Winter – Medical Officer, is trained in first aid and has a medical background. 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. Your child will be seated in the medical area while this is taking place.
- Parents/ Carers will be contacted to explain the situation and the steps that have been taken.
- If you have given permission for non-prescription medication to be given at school (please see below), this will then be administered.

- After the monitoring period a decision will be made as to whether your child returns to lessons or is to be collected by a parent/carer to go home.

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, Parents and Carers 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.

It is Mrs J Winters responsibility to monitor and record all presentations at her Medical Department throughout the school day. Parents are entitled to this information, if required, as this may assist with any further investigations regarding medical issues relating to their child. Mrs J Winter will also investigate repeated presentations of individual pupils and it may be necessary to contact parents about these to have further discussions.

### **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 parents/carers immediately. Head injuries will always be reported to parents/carers. 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**

If live head lice can be seen in a child's hair, the child will be withdrawn from class and kept under supervision while parents/carers are contacted and asked to collect their child from school and treat the condition immediately. Once the condition has been treated the child may return to school. Information on treatment of head lice is available from local pharmacy's, on the NHS website; [www.NHS.co.uk](http://www.NHS.co.uk) or please ask at main reception for a leaflet regarding this.

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

Please refer to the FST 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 and are unable to climb stairs**

Crutches must have been supplied by a hospital or medical professional in order for your child to use these at school. Parents/Carers of pupils who need to use crutches or walking aids, please arrange an appointment and bring in

the medical evidence of this with the relevant Student Manager and Mrs J Winter. The staff will complete a risk assessment based on your child's needs whilst they are in school. Lift access will then be granted for your child and will be reviewed regularly according to the issue they are presenting with. Once the crutches or walking aids are no longer needed, Lift access will be withdrawn of appropriate to do so.

### **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 Parents/Carers, 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 parents and health care professionals.

Similarly, the prime responsibility for administering medication to children who attend school rests with the parents/carers. However, we recognise that there are occasions when certain prescribed medication is needed throughout the school day. We also acknowledge that by administering non-prescription medication such as paracetamol or antihistamines can be helpful to the child's ailments, attendance at school and academic learning. We have taken the decision to keep a stock of paracetamol in school for these cases.

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

- Prescription medication will be administered in school, providing a Student Health Care Plan has been completed and has signed by a parent/carer.
- The prescription medication must be clearly labelled from the Pharmacist with the child's name and dosage visible.
- 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 parents/carers have completed the Student Health Care Plan 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.
- If a pupil is required to carry their own prescription medication such as an epipen or asthma inhaler, they will not be permitted to do so unless a Student Health Care Plan has been completed.

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

- Non-prescription medication will be administered providing a Student Health Care Plan has been completed and signed by a parent.
- Any non-prescription medication other than paracetamol must be provided by the parent/carer, with the bottle or packet clearly labelled with the pupil's name and instructions for dosage.

- Before administering paracetamol, Mrs J Winter or a designated member of staff trained in first aid **MUST** have spoken to a parent/carer to ascertain if any paracetamol has been taken already and what time. The Parent/carer is then required to give permission for more to be administered over the phone. **If we are unable to verbally gain permission for this to be administered, the pupil will not be given paracetamol.**
- Before administering any non-prescription medication supplied by the parent, Mrs J Winter or a designated member of staff trained in first aid **MUST** have spoken to a parent/carer to ascertain if any has been taken already and what time. The Parent/carer is then required to give permission for more to be administered over the phone. **If we are unable to verbally gain permission for this to be administered, the pupil will not be given the medication.**

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

- Medicines bought into school will be stored in a locked medicine cabinet in the medical room, or if refrigeration is required, in a refrigerator in the medical room, which is locked when not in use.
- The medical room is locked at all times when Mrs J Winter is not present
- Epipens are carried by the pupils. Each epipen must be clearly labelled with the name of the child to which it belongs to. A clear note is added to sims regarding this so all staff are aware of pupils who have this medical need.
- A record will be kept of all medicines administered including dosage
- If a pupil refuses to take medicine, this will be recorded and parents/carers will be informed. If refusal to take medication results in an emergency, then emergency procedures will be followed.
- Medicines will only be administered by staff who are first aid trained, and in most cases this will be by Mrs J Winter. Epipen's will only be administered by staff who are trained to use these, and in most cases this will be Mrs J Winter. These staff will receive training and refresher courses as necessary to ensure their knowledge and information is kept up to date.

**Minimising cross infection in school**

We have decided to use hand sanitizers in school in an attempt to reduce cross infection. We have been able to source a particular variety which offers 24hour protection after using once. Pupils, staff and visitors are required to use the dispenser in Main reception and Student reception before entering the main building. The hand sanitizer is water based and allergy tested.

## APPENDIX 9b

### **PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE**

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medication.

Name of Child:	
Date of Birth:	
Medical condition/illness:	
Medication Required (if any)	

I give my permission for the following medication to be given during school time and recognise this is not a service which the school are obliged to undertake:

MEDICATION	TICK	DOSAGE
Paracetamol (for general pain) The school can provide this	<input type="checkbox"/>	X 2 when required unless otherwise stated
Antihistamine – (please name)	<input type="checkbox"/>	
Antibiotics – (please name)	<input type="checkbox"/>	
Asthma Pump	<input type="checkbox"/>	

I understand I will be contacted via telephone before any medication is given to provide verbal permission before hand. It is my responsibility to notify the school of any changes of medication.

#### **CONTACT DETAILS**

Name:	
Daytime Telephone No:	
Relationship to Child:	
Signature and Date:	
Comments:	

**APPENDIX 10a**

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», Name 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

Mr P Murphy  
Head Teacher – New Line Learning Academy

**APPENDIX 10b**

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

Mr P Murphy  
Head Teacher – New Line Learning Academy

**APPENDIX 10c**

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

Mr P Murphy  
Head teacher – New Line Learning Academy