



SHEERNESS WEST FEDERATION

Isle of Sheppey, Kent



ATTENDANCE REPORTING GUIDELINES

School office number: Rose street 01795 663012 or Westminster 01795 662178

email: rosestreet.office@swfed.co.uk or Westminster.office@swfed.co.uk

Children with 100 - 90% Attendance level:

- Each morning of the day of absence you must call or email the school office and report the reason why your child will not be attending. If the school has not been notified, the absence will be marked down as **unauthorised.(UN)**
- If your child is absent for either a dentist or medical appointment, then please bring in a copy of the medical appointment via the school office (not classroom) where it will be photocopied and filed.
- If your child is off for more than 2 days together, then medical evidence will be requested for day 3 onwards. It can be a doctor's note, medical appointment letter or prescription. If no medical evidence is provided for day 3 onwards, it will be marked as **unauthorised. (5 UN days equal a PN referral to KCC)**

Children with 89% and below Attendance level: *Each parent is notified in writing when they reach this level and invited into school to have a meeting with the Attendance officer Mrs Claire Tizzard *

- Any student under **90%** attendance level must call or email the school office and report the reason why your child will not be attending.
- You must also provide medical evidence to cover from day 1 of their recent illness. This includes days off for sickness and diarrhoea. It can be a doctor's note, hospital note, medical appointment letter or prescription.
- Evidence must be brought in via the school office (not classroom) where it will be photocopied and filed.
- If no evidence is provided the absence will be marked down as **unauthorised. (5 UN days equal a PN referral to KCC)**

For all students requesting Leave of Absence for Special Occasions:

- The request must be in writing 2 weeks before the absence in either a letter, an email or an absence request form (available at the office)
- You must clearly state the reason for the absence and how long the child will be absent for
- The Head teacher will then notify you in writing if this request has been authorised or not. **If you do not agree with the decision then please ask for a meeting with the Head Teacher to discuss.**
- If no written notification is given of an absence it will be marked as **unauthorised.**

For all students requesting time off for Family holidays:

From 1 September 2013, the Department of Education have removed the rights for Head teachers to agree leave of absence during term time for any family holidays.



KCC Attendance law states that all Schools should make a referral to them based on the following:

Penalty Notices (PN) are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.

'Absences for 10 or more half day sessions (5 school days) without authorisation during any 100 possible school sessions - these do not need to be consecutive. '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 Local Authorities.



Is my child too ill for school?

Chicken pox: If your child has [chickenpox](#), keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

Cold sores: There's no need to keep your child off school if they have a [cold sore](#). Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

Conjunctivitis: You don't need to keep your child away from school if they have [conjunctivitis](#). Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

Coughs and Colds: It's fine to send your child to school with a minor [cough](#) or [cold](#). But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

Ear Infection: If your child has an [ear infection](#) and a fever or severe earache, keep them off school until they're feeling better or their fever goes away.

Fever: If your child has a fever, keep them off school until the fever goes away.

Hand, foot and mouth: If your child has [hand, foot and mouth disease](#) but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

Headache & Sore throat: You don't need to keep your child off school if they have a [headache](#) or [sore throat](#), give them medication and send them to school. We can then keep an eye on them and contact you if symptoms do not improve.

Head lice and nits: There's no need to keep your child off school if they have head lice. Please treat with medication ASAP.

Impetigo: If your child has [impetigo](#), they'll need antibiotic treatment from the GP. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cups and so on with other children at school.

Ringworm: If your child has [ringworm](#), see your pharmacist unless it's on their scalp, in which case you should see the GP. It's fine for your child to go to school once they have started treatment.

Scarlet Fever: If your child has [scarlet fever](#), they'll need treatment with antibiotics from the GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

Slapped cheek syndrome (fifth disease): You don't need to keep your child off school if they have [slapped cheek syndrome](#) because once the rash appears, they're no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let their school know if they're diagnosed with it.

Threadworms: You don't need to keep your child off school if they have [threadworms](#). Speak to your pharmacist, who can recommend a treatment.



Vomiting and diarrhoea: Children with [vomiting](#) should stay away from school for 24hrs and diarrhoea 48hrs after their symptoms have gone. Encourage your child to wash their hands regularly.

The above information has been taken from the NHS website guidelines.