



ATTENDANCE POLICY

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Teacher

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ATTENDANCE POLICY

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COMMITMENT TO ATTENDANCE

The staff of Gorse Ride Schools are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building schools which provide the best education possible for young people.

Regular attendance is key to achieving this. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents to ensure that their/our children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Regular school attendance at the Gorse Ride Schools will set pupils up for positive attendance throughout their school life.

EXPECTATIONS

We expect that all pupils will:

- Attend school regularly for the entire duration of the academic year unless there are good reasons for their absence;
- Attend school punctually;
- Attend appropriately prepared for the day;
- Discuss promptly with their class teacher or an appropriate member of staff any problems that may affect their school attendance.

We expect that all parents/carers will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Contact school promptly whenever any problem occurs that may keep their child away from school
- Provide a written explanation for the absence when their child returns to school, including providing medical evidence where requested;
- Avoid making medical, dental or other appointments during the school day;
- Where appointments are unavoidable, children should attend school for as much of the day as possible (e.g. returning to school after a morning appointment)
- Avoid booking holidays and day excursion during term time (holidays will always be unauthorised);
- Provide evidence of any appointments during the school day;
- Notify the school of any home circumstances that might affect the behaviour and learning of their child;
- Notify school immediately of any changes to contact details including emergency contact details, which may be used if no contact can be made with parents.

School staff will:

- Ensure Registers are taken promptly at 8.50 a.m. and again at the start of the afternoon session;
- Emphasise the importance of punctuality and good attendance with children;
- Set a good example of punctuality and attendance;
- Contact parents/carers when a pupil has failed to arrive at school and where no message explaining absence has been received by 9.30a.m.;
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested;
- Analyse the attendance data on a monthly basis to identify children at risk of becoming or are persistent absentees

- Send a written request to parents/carers where a pupil's absence is unexplained – see note below on Authorised and Unauthorised Absence;
- Provide parents/carers with their child's percentage attendance at regular intervals (mid-year/end of year reports);
- Work with parents/carers when there are concerns over a pupil's lack of regular attendance;
- Notify the Education Welfare Service when a pupil fails to attend school regularly or when a pupil has missed 10 school days or more without permission: this being a legal requirement; and
- Where absences persist then a formal referral should be made to the Education Welfare Service which may result in the issue of a Penalty Notice or prosecution in the Magistrates' Court

PUNCTUALITY / LATENESS

It is crucial that children arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils and parents/carers the grounds are open at 8.40am

- Registration takes place at 8.50am and pupils who arrive after that will be recorded as late to school (code L on the register)
- Registers close at 9.30am and after this lateness is recorded as an unauthorised absence (This could lead to prosecution by the local authority if the problem persists) This will be marked as code U on the register.
- Children arriving after the start of the day must report to the school office with a parent. They will be requested to sign in giving reasons for lateness.
- Persistent lateness by a pupil will initially be followed up by school staff and if not resolved will be referred to the Education Welfare Service.

AUTHORISED ABSENCES

Absences will be authorised if:

- Persistent lateness by a pupil will initially be followed up by school staff and if not resolved will be referred to the Education Welfare Service
- The pupil is absent with leave as agreed by the Executive Head teacher.
- The pupil is ill and has not been asked to provide proof of absence.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision.
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher.

Only members of Gorse Ride's Senior Leadership Team can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

UNAUTHORISED ABSENCES

Unauthorised absence is when school does not accept an explanation as being reasonable justification for the absence, OR when no explanation has been provided despite a written request being sent to parents/carers, OR when the Executive head teacher has not approved a parent's/carer's request for leave of absence.

Parents/carers should be aware that it is the Executive head teacher's decision whether to authorise an absence or not. In the case of long-term absences or changes to absences, supporting evidence and documents may be requested to support reasons for absence.

In the case of long term or frequent absences due to illness or a medical condition, supporting medical evidence may be requested. This could be in the form of a date stamped compliment slip from a doctor's surgery or a copy of a prescription. (Please note that the school is not asking any parent to incur a charge for such information and will not be liable for any cost.) Long term or frequent absences due to an ongoing medical condition may result in an Educational Health Care Plan being established to support the child attending school

PUPILS WHO ARE RISK OF PERSISTENT ABSENCE

Persistent absence occurs when a child's attendance falls below 90%. Absenteeism at this level will considerably damage a pupil's educational prospects and the school will work alongside parents/carers to tackle this issue.

In the event that a child falls below 90% we will:

- Write to parents to inform them and offer support to improve attendance
- Closely monitor attendance to determine whether it is improving
- If attendance still does not improve, parents will be invited in for a meeting to discuss possible solutions and create an attendance action plan
- If the attendance action plan does not improve attendance, your child will then be referred to the Educational Welfare Officer (see The Education Welfare Service section below)

PUPILS LEAVING DURING THE SCHOOL DAY

- Pupils are not allowed to leave the premises without prior permission from the school
- Parents/carers should arrange medical and other appointments outside of school time. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time
- Pupils must be signed out at reception on leaving the school and signed back in on their return
- When a pupil is being collected from school, parents/carers are requested to report to the school office before the pupil is allowed to leave the site
- If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services

TERM TIME LEAVE OF ABSENCE

At Gorse Ride Schools requests for term time absences are refused unless in exceptional circumstances. These are at the discretion of the Executive head Teacher. Our purpose is to ensure pupils achieve their full potential and there is a clear link between poor attendance and

underachievement. However, we also recognise that there may be occasions when a parent/carer considers there are extenuating or compassionate reasons for such absence. The law has removed the right for school to grant up to 10 days' leave of absence in special circumstances for the purposes of a family holiday and there is no automatic right to take any leave or holiday in term time. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Head teacher can only grant leave of absence if the circumstances are considered 'exceptional' in which case the pupil's absence will be authorised.

The school holiday dates, INSET days and other important dates are published on the school's website and parents/carers are asked to note these when planning holidays and family events. If there are exceptional reasons for requesting leave of absence during term time, the following procedures will apply:

- The parent/s or carer/s with whom the pupil normally resides must complete and submit a Leave of Absence form at least one month in advance of the requested absence. Forms are available from the School Office and Website. The Executive head teacher (or person authorised to do so on the Head teacher's behalf) will consider the application, and will decide whether or not the application can be granted on the basis of 'exceptional' circumstances. Each application will be considered on a case-by-case basis depending upon the specific circumstances of the particular application. School will endeavour to respond within 5 working days to the parent/s or carer/s who submitted the application.
- Where leave of absence is granted, the pupil's absence will be authorised.
- A one-off period of irregular attendance, such as an unauthorised period of leave in term time, can result in a referral being made to the Education Welfare Service and this may result in the issuing of a Penalty Notice in accordance with Wokingham Borough Council's Code of Conduct.
- The amount payable on issue of a Penalty Notice is £60 per parent/carer, per child if paid within 21 days of receipt of the Notice, rising to £120 if paid between 22 and 28 days (Figures correct as of 14.09.22).
- If a Penalty Notice remains unpaid after 28 days the matter may result in each parent/carer being liable for prosecution in the Magistrates Court for failure to ensure their child's regular attendance at school contrary to Section 444 of the Education Act 1996.

FAILURE TO ENSURE REGULAR SCHOOL ATTENDANCE

Gorse Ride Schools collects attendance and absence data daily and weekly from the registers. This information is forwarded to the Local Authority and the Department for Education. This collecting of data also enables us to identify those pupils whose attendance is giving cause for concern. Should this apply to your child, the attendance officer / Executive head teacher will write to you to make you aware of the concern. If your child's attendance does not show an improvement you will be invited to attend a meeting with the attendance officer / Executive head teacher / to agree an Attendance Action Plan.

At Gorse Ride we monitor children's attendance on a monthly basis. Any child with less than 95% attendance will receive monitoring. A detailed absence report is produced and shared with teachers, SLT and governing body. Children with an absence under 90% will receive monitoring letters. Persistent absence will be followed up with further letters and then a meeting will be requested with the attendance officer/ Executive Head teacher. An attendance action plan will be used to support children attending at school.

THE EDUCATION WELFARE SERVICE

If your child's Attendance Action Plan fails to bring about the required improvement in attendance, we will consider making a formal referral to the Education Welfare Service which works to support schools, parents and pupils to promote and ensure good school attendance and punctuality. However, the Service also has a statutory responsibility to pursue non-school attendance and persistent lateness.

When a pupil is referred to the Education Welfare Service there are various actions that can be taken to address attendance concerns. In certain circumstances, and in accordance with Wokingham Borough Council's Code of Conduct, Penalty Notices may be used to bring about an improvement in a pupil's attendance. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The Fast Track Intervention may also be offered as an early intervention measure designed to ensure that appropriate action is taken to address school attendance concerns. Fast Track involves engaging parents and identifying what improvements and actions need to be achieved over a fixed time frame (usually 8 or 12 weeks).

Parents have a legal responsibility for ensuring their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings are initiated in the Magistrates' Court.

PROMOTING GOOD ATTENDANCE

At Gorse Ride Schools we celebrate excellent attendance throughout the year in a number of ways that may include:

- Individual pupil Certificates for 100% and improved attendance and punctuality
- Letters sent home to parents to recognise improved attendance and lateness
- Attendance at school clubs may be used to support attendance and lateness

CHANGING SCHOOLS

It is important that if families decided to send their child to a different school that they inform the school in writing as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address, if appropriate, is supplied

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to Education Welfare and after four weeks the pupil will be registered on the S2S website as a pupil missing education.

ELECTIVE HOME EDUCATION (EHE)

Parents/carers have a duty to ensure that their children receive a suitable full time education either by regular attendance at school or otherwise. The law allows parents/carers to choose to educate children at home instead of sending them to school. This is known as Elective Home Education.

Should parents/carers wish to follow this route then this needs to be put in writing to the Executive Head Teacher with a request that their child is removed from the school roll. This is not a legal requirement, however it will prevent prosecution for the child's non-attendance at a school where they are technically still on roll.

When written notification of an intention to home educate is received by the school, the school must submit a copy of this notification to the Education Welfare Service, accompanied by a CME and Pupil Exit Referral Form (available via the Wokingham Schools Hub), without delay. Schools have a duty to inform the local authority of all deletions from the admissions register

outside of standard transition times. Standard transition times are identified as the point when a child is enrolled at a school at the beginning of compulsory school age; between Years 1 and 2; and between Years 6 and 7.

SAFEGUARDING AND EHE

The Council recognises that EHE alone does not constitute a safeguarding risk, however, when a child becomes home educated, the Education Officer will liaise with relevant family members, professionals and agencies to determine whether there are any current safeguarding concerns for the child.

Where there are grounds for concern over the child's welfare, the Education Officer will discuss this with the parents in the first instance. Wokingham Borough Council is permitted to insist on seeing the child and will exercise its powers under safeguarding law, where this is deemed necessary to address a risk to the child's welfare (e.g. referral to Children's Social Care). This will be in line with Wokingham Borough Council's Levels of Need and Threshold Guidance.

CHILDREN WITH HEALTH NEEDS THAT CANNOT ATTEND SCHOOL

Wokingham Local Authority is responsible for arranging suitable full-time education for Gorse Ride children who, because of illness or other reasons, would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, Wokingham Local Authority is responsible for arranging provision and must have regard to this guidance.

There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of Wokingham Local Authority, for example, where the child can still attend school with some support; where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school. Wokingham Local Authority would not become involved in such arrangements unless it had reason to think that the education being provided to the child was not suitable or, while otherwise suitable, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. This might be the case where, for example, the child can attend school but only intermittently.

Where Wokingham Local Authority is involved in arranging provision, the expectation from the school is that they will:

- Arrange suitable full-time education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education.
- Provide such education as soon as it is clear that the child will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child.
- Ensure that the education children receive is of good quality and allows them to take appropriate external tests, prevents them from slipping behind their peers in school and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual children in arranging provision. 'Hard and fast' rules are inappropriate: they may limit the offer of education to children with a given condition and prevent their access to the right level of educational support which they are well enough to receive. Strict rules that limit the offer of education a child receives may also breach statutory requirements.
- Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, provide part-time education on a basis they

consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science. The nature of the provision must be responsive to the demands of what may be a changing health status.

- Where appropriate, use electronic media, such as 'virtual classrooms', learning platforms and so on, to provide access to a broader curriculum, but this should generally be used to Page 2 of 2 complement face-to-face education, rather than as sole provision (though in some cases, the child's health needs may make it advisable to use only virtual education for a time).
- Ensure that teachers who provide education for children with health needs receive suitable training and support and are kept aware of curriculum developments. They should also be given suitable information relating to a child's health condition, and the possible effect the condition and/or medication taken has on the child.
- Set up a personal education plan, which should ensure that the school, the Local Authority, hospital school or other provider can work together.
- Ensure effective collaboration between all relevant services (LAs, CAMHS, NHS, schools and, where relevant, school nurses) in delivering effective education for children with additional health needs.

CHILDREN MISSING IN EDUCATION (CME)

Gorse Ride Schools and Wokingham Borough Council are committed to ensuring that the right of every child to a suitable full-time education is realised. This includes ensuring that robust procedures are in place to quickly identify and locate children missing from education – to guarantee that appropriate action can be taken.

Children Missing Education (CME) are recognised as a vulnerable group of children. They are defined as children of compulsory school age who are not registered pupils at a school (i.e. they are not on a school roll) and are not receiving suitable education otherwise than at school.

Children can go missing from education for a number of reasons, including (but not limited to):

- Failure to start appropriate provision and, therefore, never enter the education system.
- Failure to return to school following a fixed term exclusion.
- Withdrawal from school by parents.
- Failure to complete a transition between educational settings (e.g. being unable to find a suitable school place after moving to another local authority area).

CME are at significant risk of underachieving; being victims of harm, exploitation or radicalisation; and becoming NEET (not in education, employment or training). This is linked to poorer outcomes later in life – such as unemployment, homelessness and health issues.

WHEN WILL A REFERRAL OF CHILDREN MISSING IN EDUCATION (CME) BE MADE

- When a pupil is removed from our School Roll by a parent/carer and do not have a current educational
- Placement the Executive Head Teacher will complete a CME referral and submit it to Wokingham Borough Councils Education Welfare Service.
- When we identify pupils who have missed 20 consecutive school days, or 10 days following an authorised absence, and we do not have reasonable grounds to believe that the pupil is unable to attend because of sickness or another unavoidable cause.

- In instances where there is no justifiable reason for the pupil's absence, the school notifies Wokingham Borough Council.

The referral to the CME Officer is made using the CME and Pupil Exit Referral Form (available via Wokingham Schools Hub). When a referral is made, the child's name is added to the CME register, which is maintained by the CME Officer.

GOVERNORS

It is the Governors' legal responsibility to monitor and evaluate attendance at Hawkedon and our figures are presented to the Governing Body on a termly basis.

APPENDIX 1 SCHOOL DUTY AND THE LAW

A significant amount of inter-related legislation governs practice relating to the attendance of children and young people in school. The information below summarises statutory responsibilities.

Further detail can be obtained from the original documentation: references to relevant Acts of Parliament and Statutory Instruments are therefore included.

Compulsory Education

The Education Act 1996 Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude, and to any special educational needs he may have, either by regular attendance at school or otherwise.

This means that if a child is registered at school, his or her parents have the primary legal responsibility for ensuring that their child attends regularly (see definition of parent, towards the end of this section).

School attendance: Guidance for Schools

Compulsory School Age

Compulsory school age is defined as starting at the age of five when a child should attend school. Precisely, this means from the start of the term commencing on or after his/her fifth birthday. In practice most children start earlier than this but parents/carers have the right to delay schooling until this time.

The Education (School Leaving Date) Order 1997 No.1970 states that for the purposes of calculating compulsory school age, the leaving date shall be the last Friday in June in the school year during which he/she becomes 16. This has implications for attendance. For example, a pupil may be 16 and already have a National Insurance (NI) number but cannot leave school until the last Friday in June. Conversely a pupil who is still 15 by the last Friday in June but will be 16 before the end of the academic year may leave on the last Friday in June. The academic year runs from 1 September until 31 August.

Education in accordance with parental wishes

Parents have the right to make decisions about the type of education that their child receives.

The Education Act 1996, Section 9 states:

In exercising or performing all their respective powers and duties under the Education Acts, the Secretary of State, and local education authorities shall have regard to the general principle that pupils are to be educated in accordance with the wishes of their parents, so far as that is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

Pupil Registration

Details of responsibilities with regard to Pupil Registration are found in The Education (Pupil Registration) (England) Regulations 2006 The regulations deal largely with the matters relating to admissions and attendance registers, including dual registration, and the regulations surrounding authorised and unauthorised absences. This legislation remains current with a minor amendment in 2011 to allow for instances in which a local or national emergency has resulted in widespread disruption that has prevented the pupil from attending school.

APPENDIX 2 REGISTER KEEPING AND CODING

Register must be taken twice a day and must record whether every pupil is:

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

Record keeping and retention of documents

Preservation of Registers: Every entry shall be preserved for a period of 3 years from the date on which the entry was made.

Use of Computers: In order to comply with Regulations, an additional back-up copy of the attendance register must be made not less than once a month in the form of an electronic, micro-fiche or printed copy.

Register Coding

Please see DfE for Guidance: [School Attendance](#)

Code R: Religious Observance

“The day must be exclusively set apart for religious observance by the religious body to which the parents belong.”

Examples being:

- Eid
- Diwali

This code should not be used for:

- Pilgrimages
- Religious rites and ceremonies

Code T: Gypsy, Roma and traveller absence

“This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision.”

This code should not be used when a pupil is:

- Travelling for other than occupational purposes
- Visiting family
- Attending fairs and festivals
- Attending funeral

Code N: Reason for absence not yet provided

Schools should follow-up all absences in a timely manner.

Every effort should be made to establish the reason for a pupil's absence and the absence then coded accordingly. Reasons for absence should be recorded on Arbor.

If no reason for absence provided after a reasonable amount of time, the 'N' code should be replaced with Code 'O'(monthly/half-termly)

Link to letter No reason recorded for absence

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code B: Off Site educational activity

“Schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code ‘B’ schools are certifying that the education is supervised and measures have been taken to safeguard pupils.”

- Attending a college course or alternative provision
- Receiving tuition during a hospital stay Receiving tuition during filming

“This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.”

APPENDIX 3 IS MY CHILD TOO ILL FOR SCHOOL?

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines should help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions.

- Is my child well enough to do the activities of the school day? If not, keep your child at home.
- Does my child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would I take a day off work if I had this condition? If so, keep your child at home.

Common conditions

If your child is ill, it's likely to be due to one of a few minor health conditions.

Whether you send your child to school will depend on how severe you think the illness is. Use this guidance to help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

- Cough and cold. A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether your child should stay off school. Get more information in [common cold](#).
- Raised temperature. If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better. Learn more in [feverish illness in children](#).
- Rash. Skin rashes can be the first sign of many infectious illnesses, such as [chickenpox](#) and [measles](#). [Click here to read more about identifying rashes in children](#).
- Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.
- Headache. A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP. Read more about what to do about [headaches](#) in children.
- Vomiting and diarrhoea. Children with diarrhoea and/or vomiting should definitely be kept off school until 48 hours after their symptoms have gone. Most cases of [diarrhoea and vomiting](#) in children get better without treatment, but if symptoms persist, consult your GP.
- Sore throat. A sore throat alone doesn't have to keep a child from school. But if it's accompanied by a raised temperature, your child should stay at home. Read more about [sore throat](#).
- Chickenpox. If your child has chickenpox, keep them off school for five days after the rash first appears.
- Read more about [chickenpox](#).

Now, read about [medicines for children](#) with everyday health problems.

Tell the school It's important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last.

If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

APPENDIX 4 FURTHER SOURCES OF INFORMATION:

Relevant legislation

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education Act 2002

The Education (School Day and School Year) (England) Regulations 1999

The Changing of School Session Times (England) (Revocation) Regulations 2011

The Education and Inspections Act 2006

Other DfE guidance

[Parental responsibility measures for school attendance and behaviour](#)

[Children missing education](#)

[Keeping children safe in education](#)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>