



Campsbourne School Attendance Policy and Guidance for Parents

Vision

We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to create a happy and rewarding environment that all children want to attend. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Rationale

Poor attendance disadvantages children.

- Statistics show a direct link between under achievement and poor attendance.
- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines and school work easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders have an easier transfer to secondary school.

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available. Regular, punctual attendance is valued and positively encouraged for all of our children who are rewarded regularly. Improved attendance and time keeping will be recognised.

Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by them.

Aims

- To maintain and improve the overall attendance of children at school.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at school on time.
- To make attendance a priority for all those associated with the school including parents, pupils, teachers and governors.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Who is responsible for attendance issues in school?

Strategic Lead for Attendance

- The head teacher has overall responsibility for attendance issues.

Day to Day Management of Attendance

- The office manager is responsible for day to day management of attendance.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues in school. **See Appendix A for a detailed breakdown of these roles and responsibilities.**

Procedures

The School Day

Infant School

8.40	Gates Open
8.50 – 8.55am	Registration
8.55	Registers Close
3.20	Gates Open
3.25	End of School

Junior School

8.40	Gates Open
8.55 – 9.00am	Registration
9.00	Registers close
3.25	Gates Open
3.30	End of School

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Campsbourne School procedures for maintaining registers including the procedures for marking registers:

Procedure	Person responsible
1. Registers must be taken at the start of the morning session and once during the afternoon session	Teacher
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity.	Teacher
3. Pupils should only be marked present if they are in the room when the register is called.	Teacher
3. Spaces must not be left in the register.	Teacher
4. Additional requirements about times, school procedures etc.	Infant School 8.50 – 8.55am registration 8.55 Registers close Junior School 8.55 – 9.00am registration 9.00 Registers close Children who arrive after 9.10am (Infants) or 9.15am (Juniors) will be marked as a 'U'

	which is an unauthorised absence.
<p>5. Follow up unexplained absences by phone call on the first day of unexplained absence.</p> <p>If a child has not attended school and the school are not able to make contact with the parent(s) and there are safeguarding concerns then a visit should be made on the first day by the school or the Education Welfare Officer.</p>	Diane Sewell HT/DHT
<p>6. If there are not any safeguarding concerns and the child has not attended school for two days and we cannot contact the parents, the school will endeavour to carry out a home visit or will contact the Education Welfare Officer.</p>	Diane Sewell HT/DHT

Every half a day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the head teacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher. [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – Reg 7(1)]. Attendance registers are kept electronically and the school complies with and uses the DFE compulsory national attendance codes. (Appendix C)

Working in Partnership with Parents

Absence:

If a child is absent from school parents should contact the school on the first day of absence either by phone or by email and maintain contact with the school throughout the absence.

Illness:

It is the school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern.

We encourage parents to use the following link when deciding whether their child need to be off school. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

In exceptional circumstances further evidence of a child's illness may be requested. However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance. In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness

Medical or dental appointments:

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%.
- There are frequent odd days of absences or a pattern e.g. Fridays or Mondays due to reported illness.
- The same reasons for absence are frequently repeated.
- Where there is a particular medical problems and school may need evidence to seek additional support/provide support.

Requests for leave of absence (exceptional circumstances)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Procedure for requesting a planned absence

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (available from the school office and on the school website) and submit this to the school at least three weeks prior to the date required. School will respond to the request within one week. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- DfE guidelines make clear that leave of absence during term-time should be regarded as exceptional. the death of a close relative; attendance at a funeral; respite care of a child looked after by the Local Authority; or a housing crisis which prevents attendance. If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the absence request form which can be obtained from the school office or completed online ([Campsbourne Primary School | Attendance and Punctuality](#)). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Head teacher.
- Where the head teacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the child's attendance record, they may use the absence leave calculator.
- If the Head teacher deems that the reasons for the request are exceptional and authorises the absences a reply confirming that the request has been authorised will be sent to the parent/carer.
- If the Headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a reply informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent.
- If once notified in writing of the decision to unauthorised the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met then the absences should be referred immediately to the Education Enforcement Team at the Local Authority for consideration and could result in the issue of a fixed penalty notice.

Other reasons for absences:

- Other reasons for absence must be discussed with the school each time, notes will not necessarily be accepted as providing valid reasons.
- The school will follow DfE guidance and not authorise absences for, waiting for a delivery, shopping, family day out, birthdays, sleeping after a late night or child minding.

- Examples of authorised absence may include, days of religious observance, illness, and medical appointments. Appendix D provides guidance on the amount of time off school that your child needs for common illnesses.
- Parents are advised to make appointments for dentist/doctor or optician outside of school hours where possible.

Parents can support regular school attendance by:

- Ringing on the first morning of all absences (by 9:00am) with the reason and saying when the child will return to school
- Arranging dental and doctors' appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness
- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working partnership with the school to resolve any issues that are affecting their child's attendance.

Poor Attendance

Schools analyse individual children's attendance data to identify quickly patterns of absence which cause concern. Where there are concerns the school will contact the parents to arrange a meeting to discuss the reasons for the absences and the actions which can be put in place to improve attendance.

After school has attempted to address attendance issues with parents, and if there is no improvement (Below 85%) then the case will be escalated to Haringey Council through the Education Welfare Service.

Unauthorised Holiday

Parents who take their children out of school to go on holiday where it has not been preauthorised can be prosecuted even where the child has regular attendance. This may result in prosecution proceedings, or a fixed penalty notice. If a fixed penalty notice is issued a separate notice would be issued to each parent for the child. As of 1st September 2013, the rate per parent per child will be £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days. At Campsbourne regular attendance is considered to be 96% or above.

Persistent Absences

- Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and monitored each week.
- Letters are sent to parents where there are concerns about attendance.
- Parents of pupils whose attendance continues to give cause for concern may be invited to attend an attendance panel. An attendance meeting is a formal meeting to discuss the child's school attendance, identify barriers to regular school attendance and agree a target and action plan to improve school attendance.
- If actions do not lead to improved attendance, a meeting will be arranged with the school leadership and this may result in escalation to the Education Welfare Officer.

Legal Sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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

The decision on whether or not to issue a penalty notice may consider:

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

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

Lateness

It is important that classes make a prompt and effective start at the start of the school day. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is therefore important that all pupils arrive at school on time.

The school gates open at 8.40am (Infants) and 8.45 (juniors) and registration is called at 8.50am (Infant) and 8.55 (Juniors). Registers will close at 8.55 (Infants) and 9.00 (Juniors). A pupil that arrives after this time will be marked as 'late'. Children who arrive after 9.10 (Infants) and 9.15 (Juniors) will be marked as an unauthorised absence.

The head teacher monitors lateness of pupils as punctuality to school is important.

Monitoring Attendance and Punctuality

- The head teacher and office manager meet every week to review attendance.
- Attendance figures are reported termly to the Governing body 3 times a year.

Analysing Attendance

- Attendance and absence data are analysed each week to identify children or cohorts that need additional support with their attendance.
- This analysis is used to provide targeted support to these children and their families
- Attendance analysis is also used to look at historic and emerging patterns of attendance and absence, so that we can develop strategies to address these patterns.
- Attendance data is also used to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Procedures for Addressing Poor Punctuality

- Meetings with parents are organised with the appropriate member of staff.
- Action plans are created in partnership with parents. These may include:
 - Offer of breakfast club or after school club support
 - Pastoral support
 - Referral to the school nurse
 - Support accessing wider services e.g. housing

Good and Excellent Attendance

The school rewards good and improved attendance.

- Each week an award is given to the class of the week with best attendance in the Infant and Junior schools.

Attendance for Children with SEND and those with Medical Needs

Children with SEND or Medical Needs often have lower attendance than their peers. The following measures are therefore carried out to ensure this vulnerable group has attendance inline with their peers.

- Weekly monitoring of individual children with Education Health and Care Plans and those on the SEND register by the SENCo.

School Attendance, Safeguarding and Children Missing Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School staff should follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The Local Authority provides further information and guidance on children missing from education, emphasising the link between poor school attendance and safeguarding concerns. **(Appendix B)**

The Pastoral Manager and the Designated Safeguarding Lead work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

Welfare Visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits; e.g., to undertake a welfare visit* during school closures.

It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and pupils, who can be more vulnerable in these situations. A risk assessment should be

undertaken prior to any planned home visit taking place. (See Appendix E) The assessment should include an evaluation of any known factors regarding the pupil, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations.

Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

*Welfare visits – where a child is not attending school and has not been seen (for example, during school closure for public health reasons or where a child is shielding), it may be decided that a home welfare visit is required. Wherever possible, the parent / carer should encourage the pupil to come to the door or to a living area of the home; however, if the child refuses, it may be necessary for the staff member to accompany parents / carers to other parts of the home, including the child's bedroom, to ensure the child is safe and well. Staff should ensure the child is appropriately dressed before accompanying a parent / carer into a child's personal space. Where there is significant concern and the child has not been seen, local Police can be asked to undertake a welfare check.

This means that staff should:

- Agree the purpose for any home visit with the head teacher
- Have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and / or partner agencies
- Adhere to agreed risk assessments
- Avoid unannounced visits wherever possible
- Ensure there is visual access and/or an open door in one to one situations
- Never enter a home without the parent or carer's consent or when the parent is absent, except in an emergency
- Always make detailed records including times of arrival and departure
- Ensure any behaviour or situation which gives rise to concern is discussed with their manager
- Ensure that children are seen in open and observable spaces; for example, living rooms; if it is necessary to enter a child's personal space, this should be in the presence of the parent / carer
- Comply with data protection regulations in relation to any personal information carried or notes made about the child and/or family

This means that education settings should:

- Ensure that they have home visit and lone-working policies which all adults are made aware of.
- Have robust arrangements for risk assessment and management to ensure staff are protected
- Ensure that staff have access to a mobile telephone and an emergency contact
- Ensure that policies reflect any procedures or guidance issued by the MAP in relation to undertaking home visits
- Ensure that all visits are justified and recorded
- Ensure that staff understand the purpose and limitations of welfare visits
- Make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent

Appendix A Campsbourne School Roles and Responsibilities for School Attendance

Role	Responsibilities
Safeguarding Governor	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Setting Attendance targets • Reviewing school attendance • Agreeing and Reviewing School Policy • Chairing attendance panels
Head Teacher (Strategic Lead for Attendance)	<ul style="list-style-type: none"> • Compliance with relevant legislation • Putting into practice school policy • Authorising/unauthorising absences • Leave of absence request • Line management • Contact with parents : overview of clear and escalating interventions • Responsibility for links with Education Enforcement Team • Attendance at attendance panels • Attendance data analysis.
Admin Staff	<ul style="list-style-type: none"> • Compliance with relevant legislation • Putting into practice school policy • Maintaining registers • Process for clearing registers • Contact with parents including first day calling • Overview of clear and escalating interventions • Recording and evaluation of interventions • Responsibility for links with Education Enforcement Team • Promoting school attendance • Management of reward scheme • Pupil Profiles • Late arrivals • Attendance targeting • Day to day responsibility for escalating approach
SENCo	<ul style="list-style-type: none"> • Responsibility for monitoring of attendance for children with SEND • Promoting school attendance • Planning and leading on attendance panels •
Pastoral Team including	<ul style="list-style-type: none"> • Responsibility for monitoring of attendance for children with social care involvement and those children classed as persistently absent where there are concerns. • Promoting school attendance • Planning and leading on attendance panels •
Class teachers	<ul style="list-style-type: none"> • Marking registers • Promoting importance of regular school attendance • Providing early warning of attendance concerns

	<ul style="list-style-type: none">• Positive role modelling• Following policy and procedures
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Appendix B

Children Missing from Education Pathway

A child going missing from education is a potential indicator of abuse or neglect. Staff in education provision should follow the provision's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in the future.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Central to raising standards in education and ensuring all pupils can fulfil their potential, pupils need to attend regularly. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing in their area.

All education providers should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to school and lessons
- Ensure they liaise with the named social worker where Children's Social Work are engaged with the child or family

School Requirements

The **law** requires schools to have an admission register and an attendance register. All pupils must be placed on both registers. Schools should use the national absence and attendance codes to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collection statistics through the School Census System. The codes are detailed in School Attendance (DfE, October 2014 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf Please note the requirements around the use of the L and U code (page 8), and requirements for recording attendance of Gypsy, Roma, Traveller pupils (page 11). Schools should promote good school attendance and put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that staff are alert to signs to look out for, and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns, such as travelling to conflict zones, FGM, CSE, forced marriage.

Involving other agencies and signposting:

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent, without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Pupils at risk of harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow child protection procedures. If

there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.

Families of members of the Armed Forces

Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and local authorities should contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Children of Gypsy, Roma and Traveller (GRT) Families

Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. Pupils are particularly vulnerable at transition from primary to secondary where a GRT pupil leaves school without identifying a new destination school. Schools should inform the CME team as soon as they become aware that a secondary school application will not be made for a GRT pupil. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. Schools should work with families to minimise disruption to GRT pupils' education, for example if the family need to travel in order to work, they should be supported to dual register with other schools.

Persistent Absence

The definition of persistently absent (PA) pupil as set by the DFE for 2015 - 2016 is a pupil with 10% or more absence (90% or less attendance). The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA.

Half-term	10%
Half-term 1	7 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions
Half-term 1-3	20 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions
Half-term 1-5	31 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions

Deletion of pupil from the admission register

Schools must notify the local authority when they remove a pupil from roll in line with the Removing Pupils from Roll: Guidance for Schools. All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system, e.g. elective home education (EHE). Schools must not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age.

- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period.
- Have been permanently excluded.

Appendix C Attendance Code, descriptions and Meanings

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted

Appendix D NHS Guidelines

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines from the NHS 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 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. 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. Watch this slideshow of childhood illnesses to help you recognise your child's rash.
- **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 at least 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 until all their spots have crusted over. Read more about chickenpox.

Appendix E: Home Visit Risk Assessment Record

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Home Visit

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1. Hazards Identified and potential harm it could cause	2. People at Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/ Recommendations	6. Target Date for Completion
			L	S	Score	Risk		
No adult present		Staff not to stay if appropriate adult not present					Ensure visits are prearranged Record visit in log Report to SLT /manager Letter to parent	
Aggressive Pet		<ul style="list-style-type: none"> Tetanus injection Hepatitis injections Ask for animal to be in alternate room or outside during tuition 					Report to police Letter to parent Use of alternative premises	
Aggressive Pupil including physical assault		<ul style="list-style-type: none"> Avoid confrontation Leave session if pupil does not calm. Inform SLT & complete relevant reporting forms 					Report to police Appropriate training where necessary e.g. dealing with difficult customers	
Staff threatened by parent/adult in home including physical assault		<ul style="list-style-type: none"> Staff to leave Report to SLT/line manager Seek medical advice if needed 					Report to police Use of alternative premises or adult Appropriate training where necessary e.g. dealing with difficult customers	
Staff 'tricked' into entering house and detained		<ul style="list-style-type: none"> Contact school if possible 					Report to police Personal panic alarm	

		<ul style="list-style-type: none"> School routine to contact staff at set times each session with agreed message to confirm safety. 					Signing in-out procedures including details of visit and return time Buddy system' for out of hours Appropriate training where necessary e.g. dealing with difficult customers	
Unacceptable behaviour to/by members of family witnessed		<ul style="list-style-type: none"> Leave premises Contact school/safeguarding 					Report to appropriate service, e.g. police, social services	
Illegal substances visible		<ul style="list-style-type: none"> Explain situation to parent Leave premises Inform SLT/line manager 					Letter to parent before next session	
Theft of items from staff		<ul style="list-style-type: none"> Do not take valuable items or large amounts of money to tuition. Explain situation to parent Inform SLT/line manager 					Report to police	
Tutor involved in accident on route to/from venue		<ul style="list-style-type: none"> Tutor to phone school on arrival and departure at each venue Emergency contact details for home tutor to be held in school 						
Accidents on premises e.g. slips, trips or falls		Reporting / recording procedures for visits including feedback						
Long visits		Prearranged welfare calls						
Vehicle Position		Car parking in a safe well-lit area away from property with car facing in the opposite direction						

Personal Safety Guidelines for Home visits

- Always have a mobile phone charged and available
- Do not give your address or home/mobile phone numbers to pupils and/or parents and do not contact them on your home or mobile phone as they can then access your personal numbers.
- Do not give your mobile phone to the young person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc. safe and secure

- Ensure the venue is suitable for tuition and that there is table and chairs available – visit first
- Arrange regular contact with school/service i.e. a minimum of on arrival and departure from each session
- Give an emergency contact name and number to your school/service
- Keep a diary of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent
- Ask for a copy of any individual pupil risk assessments for your information. Compile your own risk assessment of each venue you use.
- Report any concerns to school/service as soon as possible.
- Written guidelines / procedures for staff