

## Useful Information

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

<https://www.gov.uk/coronavirus>

HSC Public Health Agency leaflet: "Guidance on infection control in schools and other childcare settings"

### Infection control

The spread of infection can be prevented by keeping up to date with routine immunisations, ensuring high standards of personal hygiene, particularly hand washing and maintaining a clean environment.

### Work to catch up on?

Students should contact their teachers themselves to discuss or catch up on any work that they have missed. Show My Homework should be used to catch up on any work that has been set to do at home.

### Reasons for absence

As a school we like to encourage an open and honest dialogue regarding absence from school. To avoid putting members of staff or students in awkward and avoidable situations we ask that you are not tempted to use illness to mask holiday absences. In most cases the school is made aware of the true reason for absence, and this leads us to question the original reason for absence.

## Reporting Absence Due to Illness

If your child is too ill to attend school, **please contact us via text on 07860 034183** as follows:

|                 |   |  |
|-----------------|---|--|
| <b>Day 1</b>    | Text before 8.30am                                    | In <b>fewer than 200 characters</b> confirm: <ul style="list-style-type: none"> <li>• Name</li> <li>• Tutor group</li> <li>• Brief reason for absence/symptoms</li> <li>• Estimated length of absence</li> </ul>   |
| <b>Days 2-4</b> | Text before 8.30am                                    | Update us about the absence  |
| <b>Day 5</b>    | Email medical proof to attendance@keslichfield.org.uk | <b>The absence will not be authorised without it.</b> Proof could include a GP's appointment card, a surgery stamp in a planner, a copy of a prescription or proof of prescribed medication taken. Medical evidence should identify the individual to whom it relates. We do not ask for medical certificates. |

### 1st Day Contacting System

For safeguarding reasons, if a student has been marked as absent without a reason, a text message will be sent informing you that your child is not in school. *Please respond to the text as a matter of urgency with a reason for the absence.*

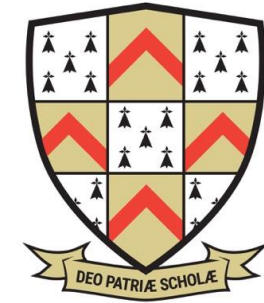
NB. Please ensure that any changes to contact details are communicated to school as soon as possible so that records are always up to date: studentdetails@keslichfield.org.uk

As part of our ongoing process of managing attendance, where we have queries or concerns regarding levels or patterns of absence or the reasons provided for absence, we will follow this up with you and / or your child with the aim of working together positively to support improved attendance.

Where a student suffers from a condition that is likely to affect their attendance, please supply supporting information for their files.

FAO Attendance Officer, attendance@keslichfield.org.uk

# Attendance MATTERS



KING EDWARD VI  
SCHOOL LICHFIELD

## Illness and Absence from School



## Introduction

It is important for students to be in school every day unless their absence is unavoidable. Illness is the main reason given for students being absent from school. It can be difficult to decide whether your child is well enough to be in school; this leaflet has been produced to help make that decision an easier one.

### When Should A Student Not Be in School? \*

Students should not be in school if they:

- Have an infectious illness that could be spread to other people
- Need care during school hours that cannot be provided in school
- Are so unwell that they are not able to cope with lessons

Ask yourself the following questions to help make your decision:

- Is my child able to carry out the activities expected of them during the school day?
- Would I take the day off work if I had this condition?
- Would medication relieve the symptoms and enable my child to be in school today?
- Could there be a reason that my child is trying to avoid school?

\* See Useful Information section for links to guidance on specific conditions

***A student who is feeling better having not been in school first thing may return to school later in the day.***

***A student who has been suffering from sickness and / or diarrhoea should not return to school until 48 hours after the symptoms have stopped.***

## Supporting Students in School

### Medication

Students do not need to be kept at home just because they are taking medication. Please speak to a member of the Student Reception Team if medication needs to be kept in school for your child, otherwise, if they need to take something during the school day, they should only carry the dosage required.

### Periods

Under normal circumstances students should be able to manage their periods in school and medication can be taken to ease stomach cramps. Female health products are readily available at Student Reception and the medical room is available if students need to take some time out. Please let us know if your child suffers from a specific condition related to their periods.

### Ongoing Medical Conditions

Support is available in school for students with ongoing conditions to enable them to be in school as much as possible. Please contact our Student Reception Team to discuss this further and keep us up to date with your child's condition. All students with a potentially life-threatening condition will have a Care Plan.

### Student Reception Team

A student who feels unwell during the school day will be assessed by a member of the Student Reception Team who will contact parents / carers if they are too unwell to remain in school. Alternatively, they may be able to take time out in the medical room before returning to lessons.

Students should not call home on their mobile phones in advance of reporting to Student Reception, consequences will be applied should this occur.

Sixth Form students who are unwell should not leave school without reporting to Student Reception for assessment.



### First Aiders

We have a team of first aiders trained to assist with medical issues and emergencies.

### Student Support Team

If your child is trying to avoid school and there is an issue that needs resolving or they need some other support, please contact a member of the Student Support Team by calling Main Reception on 01543 255714. We do not recommend avoiding school when these situations arise, the absence will not normally be authorised.

### Longer Term Absence

If your child is likely to be absent from school for a significant period of time, please contact their Achievement Leader by emailing [office@keslichfield.org.uk](mailto:office@keslichfield.org.uk) or calling Main Reception, to discuss how we can provide ongoing support with their studies and reintegrate them back into school on their return. Please supply information for your child's records to support the absence via the Attendance Officer, [attendance@keslichfield.org.uk](mailto:attendance@keslichfield.org.uk).

### Additional Sources of Support

- GP / local pharmacist
- NHS 111
- [www.nhs.uk](http://www.nhs.uk)
- [www.healthforteens.co.uk](http://www.healthforteens.co.uk)
- Midlands Partnership NHS Foundation Trust Health Visiting and School Nursing Services team:  
<https://www.mpft.nhs.uk/services/health-visiting-and-school-nursing>  
Tel. 0300 3033924

| Health Visiting and School Nursing Services  |
|--|
| Chat Health Text Messaging Service<br>Parents/carers text: 07520 615722<br>Young people text: 07520 615721 |
| Community Drop-In Clinics  |
| Facebook and Twitter Accounts, YouTube   |
| Young People's High School Drop Ins  |