



*A Co-operative Academy*

## **Rickley Park Primary School Attendance Policy (March 2018)**

Approved and adopted by:	Parents, Pupils & Personnel Committee
Signed by:	
Date:	March 2018
Date of Review:	March 2020

Reviews and Amendments		
Date	Committee	Amendments

## **1. Key Values**

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We persevere and work hard, not because we are told to but because we want to improve.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions.

We let everybody talk and have their say.

## **2. Introduction**

2.1 Rickley Park Primary School aims to provide an environment which enables and encourages all members of the community to reach out for excellence. For the children to gain the greatest benefit from their education it is vital that they attend regularly and it is expected that every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

2.2 It is very important therefore that every parent, carer or guardian makes sure that their child attends regularly and this Policy sets out how this will be achieved.

2.3 The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

2.4 All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

## **3. Why regular attendance is important**

3.1 Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

3.2 Ensuring a child's regular attendance at school is the legal responsibility of the parent and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **4. Promoting Regular Attendance**

4.1 Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

4.2 To help us all to focus on this we will:

- Give parents regular updates on whole school attendance in the whole school newsletter;
- Report to parents their child's attendance and punctuality rates in relation to the school target; and
- Reward good or improving attendance through certificates.

## **5. Understanding types of absence**

5.1. Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (Where the school approves pupil absence)
- Unauthorised (Where the school will not approve absence)

5.2 Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

5.3 Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

5.4 Illness is unavoidable and there will be the odd occasion when a child is too unwell to attend school. Whilst it is crucial that they get back to their learning as soon as possible, it is also important that they do not return to school too quickly and risk infecting other children. The school follows the HSC Public Health Agency: Guidance on infection control in schools (October 2013) which outlines the recommended period to be kept away from school. The most common illnesses include:

<u>Illness</u>		<u>Recommended Period to be kept away from school</u>
Diarrhoea and/or vomiting	-	48 hours from last episode of diarrhoea or vomiting
Chickenpox	-	5 days from onset of rash
Tonsillitis	-	None
Scarlet Fever	-	24 hours after starting antibiotics
Conjunctivitis	-	None

This guidance is reproduced in full in Appendix 8 of this policy.

5.5 Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed
- shopping, looking after an adult or other children or birthdays
- day trips and holidays in term time which have not been agreed.

## **6. Absence Procedures:**

6.1 If a child is absent the parent is expected to contact the school as soon as possible on the first day of absence. Except in exceptional circumstances this should be between 8am and 9am (*when the registers are taken*).

6.2 If a child is absent the school will:

- Check registers before 9.30am
- Phone parents who have not rung in & if no response -
- Phone all contacts on the child's record.
- Make a home visit if there are genuine concerns and post a note through the door to inform of a Police Welfare Check if there is no one home or no one is answering the door
- Invite the parent in to discuss the situation with our Attendance Officer if absences persist
- Refer the matter to the Senior Attendance Officer (Legal Interventions) if attendance does not improve.

It is the school that authorises absence. Parents/carers provide a reason for children being absent from school. It is at the discretion of the school as to whether this reason is acceptable or not.

The School may issue a Fixed Penalty Notice to each parent/carer who fails to ensure the regular attendance of their child at school. This currently stands at £60 (for those who settle within 21

days) and £120 (for those who pay within 28 days). The school works within the guidelines set out in the Milton Keynes School Attendance Fixed Penalty Notices Code of Conduct.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching and learning opportunities provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement and disaffection which must be avoided.

### **Family Holidays during Term Time**

We advise parents that Rickley Park School follows the guidance from the Local Authority which states that School Attendance is compulsory and the Department of Education stance that parents should be discouraged from taking holidays during term time.

If Parents/Carers take children out of school for a holiday, which results in the child missing 10 or more sessions, (5 school days) the school will refer this to the Local Authority who will issue a Fixed Penalty Notice, consideration of whether the child attends school regularly is no longer relevant. An FPN can be issued to each parent and is per child. If a fine remains unpaid after 28 days, then parents/carers may be prosecuted under S444 (1) of the Education Act 1996.

7.6 Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice (FPN).

## **8. Monitoring Pupil Absence**

8.1 In addition to the daily checking of school registers, the school formally monitors absence regularly.

8.2 For any child who is at risk of moving towards the persistent absentee mark (see section 8) parents will be notified formally by letter

8.3 Where attendance does not improve significantly, parents will be expected to attend an Attendance Review Meeting (ARM) to be held at the school. This letter also acts as a formal warning letter.

The meeting will be chaired by the Attendance Officer.

The purpose of the meeting is to:

- record the frequency and pattern of the absence;
- record the reasons for the absence;
- outline the strategies that will be implemented to support the child / family to improve attendance;
- set a measureable target; and
- set a target date (usually 6 weeks later).

The meeting may also consider other data, including academic progress data.

Following the meeting, the Attendance Officer will ensure that all attendees have a copy of the completed Attendance Review Monitoring sheet.

8.5 The Attendance Review Monitoring Sheet will be reviewed at the agreed date, unless attendance is identified as 'significantly worse' through regular monitoring (as outlined in section 8.1). If this is the case, or the pupil attendance drops below 90%, then the school will refer to Section 9 of this policy (Persistent Absenteeism [PA]).

## **9. Persistent Absenteeism (PA)**

9.1 At Rickley Park Primary School a pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason

9.2 If the attendance of a PA pupil fails to improve then the school will issue a FPN warning letter (see *Appendix 4*) and send a copy to the Senior Attendance Officer (Legal Interventions).

9.3 If there are other concerns regarding the PA pupil, then the school may make a referral to the Milton Keynes Children's and Families Practices.

9.4 Any child who is absent for 10 consecutive school days, for no known reason, will be described as a "child missing education". The school recognises that children who are at risk of missing education may also be at risk of becoming missing more generally from home or from care. In the unlikely event of this happening, the school will follow the Milton Keynes Children Missing Education Guidance (<http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-attendance>)

9.5 The school is aware of its responsibility regarding placing and removing children's names from the school roll and the marking of attendance registers. If a child who is currently on the school's roll fails to attend or a child who is expected to join a school fails to start, the school staff will undertake an initial investigation. If this investigation fails to resolve these issues the school will inform the Local Authority (as outlined in section 9.4).

Guidance on The Education (Pupil Registration) (England) Regulations 2006) states that a school may only remove a child from their roll when a pupil:

- \* Registers at another school
- \* Is withdrawn to be educated outside the school system
- \* Has been permanently excluded
- \* Fails to return after an extended family holiday#
- \* Has a medical condition preventing their return to the school
- \* Will be in custody for more than four months
- \* Has left the school but it is not known where they have gone#
- \* The school is replaced by another school on a school attendance order
- \* The pupil is above compulsory school age
- \* Death of the pupil

# *Following efforts by both the school and the Local Authority to locate the pupil*

## **10. School Targets**

10.1 The school has targets to improve attendance and every child has an important part to play in meeting these targets. Targets for the school are displayed in the school and parents are encouraged to take time to study them.

10.2 Through the school year the school monitors absences and punctuality to show the school leadership where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in the school newsletter and parents are expected to support them.

10.3 The deputy headteacher is responsible for providing a summary of progress towards the attendance targets for the governing body on a termly basis.

## **11. Punctuality**

11.1 Poor punctuality is not acceptable. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late also disrupt lessons, can be embarrassing for the child and can also encourage absence.

## 11.2 How the school manages lateness:

The school gates open at **8.45am** and the learning day starts at **8.55am**. The school expects every child to be in school at that time.

Registers are marked by **9.00 am** and a child will receive a late mark if they are not in by that time. Gates will be closed at 8.55am to allow children time to get to class and be registered. Any children arriving after 8.55am will have to sign in at the office.

The afternoon session starts at **1.00pm** and registers close at **1.10pm**.

11.3 Parents are encouraged to approach the school at any time if they are having problems getting their child to school on time.

11.4 In accordance with the Regulations, if a child arrives after the register has closed they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that the parent could face the possibility of a Penalty Notice if the problem persists.

11.5 The school will monitor punctuality using the same process as monitoring attendance (see 8.1). If a child has a persistent late record the school will write to the parent (see Appendix 5). It would be expected that attendance would improve significantly during the next four weeks.

11.6 If there is no significant improvement in punctuality the parent will be asked to meet with the Headteacher to resolve the problem (as outlined in section 8.4). If this intervention does not improve punctuality, then the school will refer the parent to the Senior Attendance Officer (Legal Interventions) (see section 13).

## 12. Late Collection from School

12.1 The Rickley Park Primary School 'Keeping Children Safe Policy' makes the end of day procedures explicit to all parents. In summary:

- for children in Reception to Year 3 pupils are handed over to their parent or agreed adult; *and*
- for children in Years 4 to 6 the children are dismissed from the classroom but are reminded regularly to return to school if they are expecting a parent to collect them and they are not there. *If a parent of a Year 4 to 6 child decides to allow their child to wait on their own for them to pick them up, this must be outside the school building and the parent assuming responsibility for the child during this time.*

12.2 Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number ( if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we expect parents to notify the school office immediately.

12.3 When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher.

- In the event that the parent/carer is running late or has made alternative plans with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.
- If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:
  - Emails are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted at home or work
  - If this is unsuccessful other authorised adults are contacted
  - In the meantime the child will wait near the office under adult supervision
  - If it is not possible to contact any of the authorised adults by 4.05pm, the school will need to contact the police / social services, as per the schools Child Protection Policy. (See Section 12.9)

12.4 The school recognises that when a child is not collected or the adult collecting is delayed this is distressing for the child and school staff will reassure the child in order to cause as little upset as possible.

### 12.5 Procedures for Non-Collected Children

#### Late Collected Children

- All late collected children will be recorded in the “late book” and this information may be passed on to the school’s Senior Attendance Officer (Legal Interventions) or Children’s Social Care for further investigation.
- Where a child has 3 recorded late collections in one term a letter will be sent home to the parents. (see Appendix 9)
- Any subsequent late collections, after a letter has been sent home, will be subject to the Charges for Late Collection / Non-Collection of Children (*see sections 12.8 and 12.9*)

#### 12.6 After School Clubs / Sports Activities

- Where children are collected more than 10 minutes late from a school-run after-school club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic year.
- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.

#### 12.7 Non-Collected Children

School staff are expected to follow this agreed procedure for non-collected children:

- Under no circumstances are staff to look for the parent or take the child home with them.
- If there has been no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child’s details i.e. name, DOB, address, names of parents/carer’s and any other contact details.
- Children’s Social Care may also be informed
- If the police cannot locate an appropriate adult to come for the child, they will notify children’s social care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- Should the parent fail to collect the child before 4.45pm then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.
- The police may decide to take the Police Protection Order (PPO) as part of this process.
- If there are two or more such episodes within a six week period, staff will make a referral to Children’s Social Care.
- A full report of the incident will be written and placed in the child’s school file.

### 12.8 Charges for Late Collection / Non-Collection of Children

12.8.1 Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

12.8.2 The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

12.8.3 The Governing Body has decided that, except in emergency situations, where children are not collected from the school within ten minutes after the school day or after school activity ending, then **a charge will be made to the child's parent or carer**. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

12.8.4 The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

### 12.9 The Charging Arrangements

12.9.1 On the third late collection within an academic year, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.05pm (see *Appendix 9*).

12.9.2 For every occasion after the warning letter has been issued, an invoice will be issued as follows: In cases where a child is not collected within ten minutes of the end of the school day or after school activity, a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

## **13. The Senior Attendance Officer (Legal Interventions)**

13.1 Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Senior Attendance Officer (Legal Interventions). He/she will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

13.2 Alternatively, parents or children may wish to contact the Senior Attendance Officer (Legal Interventions) themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01908 657800.

## Appendix 1: Attendance (At Risk) Letter

To the Parents of: XXXXX XXXX (Class)  
XX, XXXX XXXX,  
XXXXX,  
XXX XXXX  
XXX XXX

XX<sup>th</sup> XXXXXX, 20XX

Dear Parent,

### **Re: Forename Surname (D.o.B)**

I am writing to you to bring to your attention that [forename]'s school attendance is currently below 90%, which means that [forename] is at risk of being recorded on the Milton Keynes Council "persistent absentee" register. As reiterated in whole school newsletters, any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Currently the school register shows that [forename] has been present for [Attendance data]% of the sessions since the beginning of the school year. *Should you not agree with this record of [forename]'s attendance, or like clarification on the sessions missed, would you please contact the school office to discuss further.*

I will continue to monitor [forename]'s attendance over the next 6 weeks and will expect to see an improvement. As a school we are keen to support parents to ensure that their child attends school every day. If you would like further support in this area please contact the school office.

Thank you for your support on this matter.

cc: Pupil File

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## Appendix 2: Attendance (No Improvement) Warning Letter

To the Parents of: XXXXX XXXX (Class)  
XX, XXXX XXXX,  
XXXXX,  
XXX XXXX  
XXX XXX

XX<sup>th</sup> XXXXXX, 20XX

Dear Parent,

### **Re: Forename Surname (D.o.B)**

I wrote to you recently to bring to your attention that [forename]'s school attendance is currently below 90%, which means that [forename] is at risk of being recorded on the Milton Keynes Council "persistent absentee"

register. As reiterated in whole school newsletters, any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

During the period xxxxx to xxxxxx the school was open for xxxxxx occasions and [forename] attended on xxxxx occasions, which is equivalent to xx%.

**I am now writing to you to invite you to an Attendance Review Meeting at Rickley Park Primary School at x.xxam/pm on xxth xxxxxxxx, 20xx.** In line with our Attendance Policy, the review will involve a number of school staff, as well as yourselves and, where appropriate, the child, additional professionals and/or a governor.

The purpose of the meeting is to identify the reasons for [forename]'s low poor attendance, identify ways in which the school can support you to ensure that [forename] attends school every day and to set targets for immediate and sustained improvements.

I also need to advise you that, if [forename]'s attendance does not improve, you are liable to prosecution by failing to ensure that [forename] attends school regularly. For your information, Section 7 of the 1996 Education Act states that you have a duty to ensure your child's regular attendance at school. This legislation will be enforced should this warning be disregarded and, as this would constitute an aggravated offence; the LA would seek a prosecution under Section 444(1A) of the Act. The penalty for this higher offence is a fine of up to £2,500 per child and/or up to three months imprisonment. If there is no improvement in your child's attendance, you will be invited to a Pre-Court Interview.

If you wish to discuss this matter with me then please contact me on the above number.

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### **Appendix 3: Fixed Penalty Notice Warning Letter (Holiday)**

To the Parents of: \_\_\_\_\_

Dear Parent,

#### **Holiday During Term Time**

From the 27 February 2004 Penalty Notices were introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

This means that for pupils with unauthorised absence from school (*i.e. any absence where the school has not given permission*) then their parents/carers may be subject to a prompt fine of either £60 or £120 if not paid within 28 days. Please note that the fine is £60 per parent, per child.

If you take your planned holiday your child will have \_\_\_\_\_ unauthorised absences in the period  
from \_\_\_\_\_ to \_\_\_\_\_.

This letter is a Formal Warning, notifying you that should your child be recorded as absent for any further unauthorised reasons, you may be issued with a Fixed Penalty Notice.

Should you wish to discuss this matter further please contact the school office.

cc: Pupil File  
Attendance Officer (Legal Interventions)

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#### **Appendix 4: Fixed Penalty Notice Warning Letter (Unauthorised Absence)**

To the Parents of: XXXXX XXXX (Class)  
XX, XXXX XXXX,  
XXXXX,  
XXX XXXX  
XXX XXX

XX<sup>th</sup> XXXXXX, 20XX

Dear Parent,

#### **Re: Forename Surname (D.o.B)**

From the 27<sup>th</sup> February 2004 Penalty Notices were introduced under the Anti-Social Behaviour Act 2003 as an additional sanction to address the problem of poor school attendance.

This means that for pupils with unauthorised absence from school (i.e. any absence where the school has not given permission) then their parents/carers may be subject to a prompt fine of either £60 or £120 if not paid within 28 days.

Your child has had xxxx unauthorised absences in the period from xxxxxx to xxxxxx which is equivalent to xxxx%.

This letter is a Formal Warning, notifying you that should your child be recorded as having any further unauthorised absence over the next 12 weeks, you will be issued with a Fixed Penalty Notice by the Local Authority.

Yours sincerely

Should you wish to discuss this matter further please contact the school office.

cc: Pupil File  
Attendance Officer (Legal Interventions)

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#### **Appendix 5: Punctuality (At Risk) Letter**

To the Parents of: XXXXX XXXX (Class)  
XX, XXXX XXXX,  
XXXXX,  
XXX XXXX  
XXX XXX

XX<sup>th</sup> XXXXXX, 20XX

Dear Parent,

**Re: Forename Surname (D.o.B)**

I am writing to you today to bring to your attention that [forename]'s punctuality is currently below the expected level. If a child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information for the day. Pupils arriving late also disrupt lessons, can be embarrassing for the child and can also encourage absence.

As a reminder:

- The school day starts at **8.55am** and every child should be in school at that time.
- Registers are taken by **9.05am** & a child will receive a late mark if they are not in by that time.
- At **9.20am** the registers will be closed.
- If a child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

Should [forename]'s punctuality not improve significantly over the next four weeks you will be required to attend an Attendance Review Meeting at the school.

As a school we are keen to support parents to ensure that their child attends school on time, every day. If you would like further support in this area please contact the school office.

Thank you for your support on this matter.

Yours sincerely,

cc: Pupil File

**Appendix 6: Attendance Review Meeting Proforma**

**Rickley Park Primary School - Individual Attendance Monitoring Sheet**

Pupil Name: ..... Date of Birth: ..... Class: .....

Present at Meeting: .....

Additional Information: ..... Reading..... Writing..... Maths.....

Start Date: .....	Reasons:	Target Date: .....
Current Attendance: .....%		Target: .....
Authorised Absence: .....%		Strategies:
Unauthorised Absence: .....%		
Lates: .....%		

Date	Current Attendance (%)	Difference (%)	Notes

## Appendix 7: Leave of Absence Request Form

# LEAVE OF ABSENCE REQUEST FORM

Please complete and hand in to the School Office. The Attendance Officer will reply in due course.

Name of child/ren: \_\_\_\_\_ Class(es): \_\_\_\_\_

Name of parent/s or carer/s requesting absence: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total school days: \_\_\_\_\_

Brief Reason for Request:

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From September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.

Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must be made in advance, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a penalty notice if their child is absent from school without permission. From September 2013 the cost of these notices will be £60 per child per parent if paid within 21 days, and £120 if paid within 28 days.

I have read and understood the above.

Signed: \_\_\_\_\_

(Parent/Carer)

Signed: \_\_\_\_\_

(Parent/Carer)

Date: \_\_\_\_\_

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## Appendix 8: Health Protection Agency: Guidance on infection control in schools

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Five days from the onset of rash	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek (fifth disease or parvovirus B19)	None	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	This guidance may also apply to some contacts who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Duty Room will advise on control measures
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
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

## Appendix 9: Late Collection Warning Letter

To the Parents of: XXXXX XXXX (Class)  
XX, XXXX XXXX,  
XXXXX,  
XXX XXXX  
XXX XXX

XX<sup>th</sup> XXXXXX, 20XX

Dear Parent,

**Re: Forename Surname (D.o.B)**

I am writing to you regarding the number of times your child has been collected late from school this term (3.15pm or after). Your child has been collected late on 3 or more occasions this term. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

If your child continues to be left uncollected after the end of the school day, the Governing Body has agreed that charges will be incurred. In cases where a child is not collected within ten minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty minute period that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school will contact the police and / or the Children's Social Care Team.

The School's Designated Person for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

This letter is intended only to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours sincerely