



Leigh Beck Infant and Nursery Academy
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Company No. 954404
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Monday 5th December 2016

Dear Parents/Carers,

Childhood illnesses & school absence

With the cold weather firmly setting in, it is more common at this time of year to become unwell. I would therefore like to take this opportunity to clarify our attendance procedures. These are as follows:

- Parent to contact the school office before 09:00am if a child is not well enough to attend school;
- First day response - school to contact parent/carer if the school has not been contacted about a child's absence;
- If the school are unable to speak to the parent/carer a text message will be sent;
- Letter sent to parent rising concerns;
- Parent meetings in school regarding their child's attendance;
- Letters sent to parents - post meeting;
- Unannounced drop-in home visits (welfare checks);
- Police welfare check;
- If attendance does not improve a referral the school Educational Welfare Officer (EWO) will be made;
- A penalty notice or legal action may be issued.

I hope the above procedures are clear to all parents/carers. I have also included, on the reverse of this letter, some additional information explaining the recommended days off for many childhood illnesses. This information is used as a guide against a wide variety of illnesses. We understand that every child and the way they react to being unwell are different. However, as a school we follow this guidance and use it to advice accordingly.

Please remember that if your child is absent from school you must contact us first thing every day, unless instructed otherwise by the school office. There is an answerphone facility whereby messages can be left at any time throughout the day/night. If your child is absent from school for 3 days or more days we must be provided with medical evidence. This can be in the form of a doctor's letter, appointment card; or upon your child's return we can take a photocopy of their prescribed medication.

If your child is absent from school due to a hospital appointment, it will be recorded as medical once a copy of a letter or an appointment card is seen. Until then this will be recorded as unauthorised. If your child's appointment is in either the morning or the afternoon they should come to school for the other session where possible to obtain their mark. Failure to do this will result in the session they miss being recorded as unauthorised.

If you are ever unsure about whether to keep your child off from school or wish to discuss the matters raised above, please do not hesitate to contact me.

Yours sincerely,

Mrs H Greensill
Acting Head of School

Rashes and skin infections	Recommended period to be kept away from School or Nursery	Evidence required
Chicken Pox	Five days from onset of rash.	Medical evidence
German Measles	Six days from onset of rash.	Medical evidence
Hand foot and mouth	None - just to notify the school.	None
Impetigo	48 hours after antibiotic treatment.	Medical evidence - antibiotic medication.
Measles	Four days from onset of rash.	Medical evidence.
Ring worm	None	None
Scarlet fever	24 hours after commencing appropriate antibiotic treatment	Medical evidence - antibiotic medication.
Slapped cheek/fifth disease.	None	None
Shingles	Exclude only if the rash is weeping and cannot be covered	Medical evidence - if absent for 3 or more days.
Diarrhoea or Vomiting	Recommended period to be kept away from school or Nursery	Evidence required
Diarrhoea	24 hours from last episode	Medical evidence - if absent for 3 or more days.
Vomiting	24 hours from last episode	Medical evidence - - if absent for 3 or more days.
Respiratory infections	Recommended period to be kept away from school or nursery	Evidence required
Flu (influenza)	Until recovered	Medical evidence - if absent for 3 or more days.
Whooping cough	<ul style="list-style-type: none"> Five days from commencing antibiotic treatment, or <ul style="list-style-type: none"> 21 days from onset of illness if no antibiotic treatment. 	<ul style="list-style-type: none"> Medical evidence - if given antibiotic medication. Or <ul style="list-style-type: none"> Unfit for school certificate from the doctor.
Asthma	None	Medical evidence - None unless absent from school for 3 or more days.
Other infections	Recommended period to be kept away from school or nursery	Evidence required
Conjunctivitis	None - once started medication	None
Glandular fever	None	None
Head lice	None	None
Mumps	Five days after onset of swelling	Medical evidence - - if absent for 3 or more days.
Tonsillitis	None	Medical evidence - - if absent for 3 or more days.
Other Illnesses	Advice from school nurses	Evidence
Coughs and colds	Unless symptoms are severe give medicine and bring to school - inform the school office that medication was given and parent to be on call for a second dose if required	Medical evidence - - if absent for 3 or more days.
High temperatures		
Headache		
Toothache		
Sore throat		
Hay fever		
Unauthorised absence	Advice from Educational Welfare Services	Action
Not having uniform to wear	To continue a normal days schooling, to keep the day as normal as possible.	Absence will be recorded as unauthorised on your child's record.
Family coming from abroad for a visit		
Feeling sick		
Pet ill		
Birthday		
Bad night sleep		
Parent/carer is unwell or parents medical appointment.		
Child is staying with other relatives		