



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Mathew Harper BA Hons, NPQH



## Attendance and Punctuality Policy

School Policy/Procedure No: 07

Last Reviewed: August 2024

Last Amended: August 2024

Next Review: September 2025

*This policy has been updated in accordance with statutory guidance 'Working together to improve school attendance' (DfE) which came into effect on 19 August 2024.*

### Important Contacts

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school is: Mr Josh Beaumont  
[jbeaumont@beauchamps.essex.sch.uk](mailto:jbeaumont@beauchamps.essex.sch.uk)

The name and contact details of the school staff member students and parent(s)/carer(s) should contact about attendance on a day-to-day basis is:

Student Reception 01268735466 (opt 1)  
[studentreception@beauchamps.essex.sch.uk](mailto:studentreception@beauchamps.essex.sch.uk)

The name and contact details of the school staff member students and parent(s)/carer(s) should contact for more individual support with attendance:

**Attendance Manager** Ms L Sherman  
[lsherman@beauchamps.essex.sch.uk](mailto:lsherman@beauchamps.essex.sch.uk)

### Year Leaders

Mrs D Leforgeais (Year 7)  
[dleforgeais@beauchamps.essex.sch.uk](mailto:dleforgeais@beauchamps.essex.sch.uk)

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Mrs J Watler (Year 10)  
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Mrs T Hampton (Year 11)  
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## **Introduction**

Attendance is everyone's responsibility. Aspiring to and maintaining high levels of attendance requires a joint effort and approach from all involved in a child's education. A summary from the Department for Education (DfE) of the responsibilities for parent(s)/carer(s), schools, governing bodies and local authorities to improve school attendance can be found [here](#).

Beauchamps High School recognises that positive behaviour and good attendance are essential to raise standards of student attainment and to give every child/young person the best educational experience possible.

The law entitles every child of compulsory school age to an effective, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent/carers to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parent(s)/carer(s) decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

The Department for Education (DfE) has updated statutory guidance for maintained schools, academies, independent schools and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that statutory guidance. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

This policy is written with the above guidance in mind. The importance of good attendance is underpinned by our vision at the school:

The Beauchamps community is a family, in which everyone aspires to achieve their best and beyond.

- All family members feel safe, valued and trusted
- Our family believes in mutual respect and courtesy
- All students are inspired by a curriculum delivered by outstanding teaching

## **Aims of the policy**

- To ensure that all students attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its students to the best of its ability.
- To ensure that all those responsible for the education of students, including parents/carers, staff and governors, understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent and severe absenteeism.
- To improve the life chances of students and prepare them to be fully contributing citizens when they reach adulthood.
- To safeguard the welfare, health, social and emotional development of students.
- To support parent/carers engagement and responsibility for their child's attendance and education.
- To promote commitment to education and high achievement.

- To maximise the potential of every individual student.
- To enforce Essex County Council’s policies and code of conduct for students whose attendance is a concern and families who are tolerant to this happening, or to use it as a means of improving attendance.

**Promoting Excellent Attendance and Punctuality**

At Beauchamps High School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our students from the outset. It is a central part of our school’s vision, values, ethos and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parent(s)/carer(s), students and all members of school staff including governors.

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

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.
- Build strong relationships and work jointly with families.
- Give parents/carers details on attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and, with the exception of schools where all students are boarders, attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Recognise students who achieve 97% attendance or better, who will be rewarded with an attendance badge in the academic year following when this was achieved.
- Recognise students who record no late marks, who will be rewarded with a punctuality badge in the academic year following when this was achieved.
- Run fortnightly attendance raffles to win prizes such as ‘Q-jump’ and free lunch voucher.
- Run other prize draws for Monthly Challenges (Super Start September, Non-stop November, Jump into January and Make March Matter).
- Report to parents/carers regularly on their child’s attendance and the impact on their progress.
- Contact parents/carers should their child’s attendance fall below the school’s target for attendance.

**The school day:**

<b>Registration Period</b>	8.30am-8.50am (Registers will close formally at 9.00am)
<b>Lesson One</b>	8.50am-9.50am
<b>Lesson Two</b>	9.55am-10.55am
<b>Break</b>	10.55am-11.10am
<b>Lesson Three</b>	11.10am-12.10pm
<b>Lesson Four</b>	12.15pm-1.15pm
<b>Lunch</b>	1.15pm-1.50pm
<b>Lesson 5 and PM registration</b>	1.50pm-3.00pm (PM registration will take place between 1.50pm-2.00pm. Registers will formally close at 2.20pm)

## Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent/carer responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent/carer), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide supporting medical documentation for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

### **Supporting parent(s)/carer(s) making the difficult decision as to whether their child should be reported absent – helpful considerations**

Each day spent in face-to-face education is invaluable to a student's personal and academic development. The decision to keep your child at home should not be taken lightly. As a guide, if your child would be well enough to attend a family/friend's birthday, wedding, concert or other event, then they would be well enough to attend school.

Other questions to support in making your decision include:

- Is the absence avoidable?
- Have you referred to the NHS/ECC guidance? (See Appendix A)
- Is your child alert and somewhat active?
- Are they able to engage in conversation?
- Are they able to take in basic information?
- Could any accommodations be made to allow attendance at school such as medication?
- If you have concerns about your child not feeling well, but they wish to attempt the school day, please let us know on the day and we can monitor them and contact you if the circumstances change.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- Minor illnesses (coughs/colds, sore throat, headache, stomach-ache, period pains etc) are not considered to necessitate absence from school and these reasons will not be routinely authorised.
- Parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have never been properly explained (e.g. just stating child is 'unwell').
- Children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however this is counted as an absence for the session.
- Shopping trips.
- Looking after other children or children accompanying siblings or parent(s)/carer(s) to medical appointments.

- Their own or family birthdays.
- Holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Day trips.
- Other leave of absence in term time which has not been agreed.

Please note, should your child be absent due to vomiting or diarrhoea, there is no 48-hour rule. If your child is no longer showing symptoms of vomiting or diarrhoea and feels well enough to return to school, they should do so.

Typically, we will not authorise absences related to menstrual cycles. The school can provide heat packs to relieve pain and discomfort whilst at school. Should there be any concerns please contact your child's Year Leader to discuss any potential accommodations and to ensure we are aware. Our students' welfare is always a priority.

### **Persistent Absenteeism (PA) and Severe Absenteeism (SA)**

A student is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parent(s)/carer(s) to resolve this. All students who have attendance levels of 90% or below are considered to be a persistent absentee.

A student who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and as such, are likely to need more intensive support. Below is a visual representation of the impact time away from school can have:



## **Absence Procedures**

### **First Day Absence Contact**

Parent(s)/carer(s) must notify the school if their child is unable to attend for any unavoidable reason, such as illness, by 9.00am, when our register closes.

**The name and contact details of the school staff member students and parent(s)/carer(s) should contact about attendance on a day-to-day basis is:**

Student Reception 01268735466 (opt 1) [studentreception@beauchamps.essex.sch.uk](mailto:studentreception@beauchamps.essex.sch.uk)

All absence messages must be passed directly to Student Reception and/or the Attendance Manager. If the Attendance Team do not receive notification, they will telephone on the first day of absence, to try to ascertain the reason. Please note, until your child arrives at school, the duty of care and responsibility for the child's safety and punctuality remains with the parent/carer.

If your child is absent, **we will:**

- Telephone or contact you via Edulink on the first day and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.
- If we are unable to make contact with parent(s)/carer(s) by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made in the interest of safeguarding.

### **Continuing Absence Procedures**

An absence of three or more days with or without authorisation is subject to safeguarding/welfare checks which may include home visits. A referral will be made to the Local Authority if no contact has been made with parent(s)/carer(s) by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education".

A family may be referred to the school designated safeguarding lead (DSL) if there are concerns that the parent(s)/carer(s) are not providing support for the wellbeing of their child.

### **Registration and punctuality procedures**

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Students who arrive late disrupt lessons and if a child misses the start of the day, they can feel unsettled, embarrassed and risk missing vital work and important messages from their class teacher.

**The times of the start and close of the school day for all students at Beauchamps High School are:**

Gates open: 8.00am

Registration period starts: 8.30am

Registration period closes: 8.50am

End of the school day: 3.00pm

Should your child arrive after 8.30am, but before 9.00am, they will receive a late mark ('L' code).

At **9.00am** the registers will be closed. If your child arrives after that time, they will receive a mark that shows them to be on site – 'U', but this will **not** count as a present mark and it will mean that they have an unauthorised absence for that session.

Any student who arrives late to school ('L' or 'U' code) will be issued with a lunch time detention on the same day. They will have their phone collected and held until they have attended and completed their detention. Should a student fail to attend this detention, they have a second chance to sit the detention on the following school day. If a student misses both chances to sit this detention, it will be escalated in line with the Behaviour Policy to a C4. Parent(s)/carer(s) will be notified of their child's late arrival via electronic communication, although responsibility will be placed with the student to attend their sanction and develop positive attendance habits. All sanctions are applied to deter students from developing poor habits and fostering high expectations in all aspects of the students' attitude and attainment.

Persistent poor punctuality to school will be followed up by the Year Lead Team, Attendance Team and if deemed appropriate, a referral to the Local Authority. This is to ensure that students develop organisational skills, responsibility for their timekeeping and a clear understanding of the importance of being punctual.

### **Understanding barriers to attendance**

Parents/carers should do everything possible to encourage their child to attend. However, if the reason for a child's reluctance to attend appears to be school based, such as difficulty with work, or relationship issues within school, **parent(s)/carer(s) should discuss this with the school at the earliest opportunity and the school will do everything possible to resolve the problem.** Failing to address a child's reluctance to attend school is likely to make the matter worse.

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

**Expect** – We will aspire to high standards of attendance from all students and parent(s)/carer(s) and build a culture where all can and want to, be in school and ready to learn by prioritising attendance improvement at Beauchamps.

**Monitor** – We will rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all relevant parties can work together to resolve them before they become entrenched.

**Listen and understand** - When a pattern is spotted, we will discuss with students and parent(s)/carer(s) to listen to and understand barriers to attendance and agree how all partners can work together to resolve them. Some students face greater barriers to attendance than their peers. These can include students who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities, such as being a young carer. Our high expectations of attendance remain however, we will work with families and students to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate. In implementing our policy, the school will consider its obligations under the Equality Act 2010 or considerations under the UN Convention on the Rights of the Child.

**Facilitate support** – We will seek to remove barriers in school and help students and parent(s)/carer(s) to access the support they need to overcome the barriers outside of school. This may include an early help or whole family plan where absence is a symptom of wider issues. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve.

**Formalise support** - Where absence persists and voluntary support is not working or not being engaged with, we will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

**Enforce** - Where all other avenues have been exhausted and support is not working or not being engaged with, we will seek to enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the student's right to an education.

### **Persistent absentees**

Only the Head Teacher or designated member(s) of staff acting on their behalf, in this case the Senior Leader with strategic oversight for attendance, can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view and/or evidence of the reason cannot be provided, the absence will be coded as O (unauthorised absence).

All students whose absence is below 90% may be required to bring medical evidence to support any absence from school, otherwise it will be O coded. Absence notes received from parent(s)/carer(s) will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation or legal action. The attendance team works closely with the safeguarding team to ensure vulnerable students are closely monitored. If any student is persistently late or has poor attendance to school, the Year Leader and the Attendance Manager will initially arrange to meet with the parent(s)/carer(s). If this continues, intervention may also include the involvement of the Local Authority.

### **Frequent/Persistent Absence Procedures**

Regular reviews of the registers will be made to identify students with a pattern of absences that may lead to Persistent Absence (PA), (absence for 10% or more in a half term). The Attendance Team will be responsible for the identification of any emerging concerns and putting in place actions for each student of concern. This will also involve the support and guidance of the Attendance Manager. Weekly attendance management meetings take place between the Year Leads and the Attendance Manager to identify and address any concerns. Initially, the school will try to resolve the problem with parent(s)/carer(s), but if the pattern continues the school may refer to the School Nurse if the problem appears to be a medical one. In cases where there appear to be issues requiring outside intervention to support the family and the child, referrals may be made for external agency support. It may be required that some PA students and their parent(s)/carer(s) be subject to an Action Plan. Such a plan may include allocation of additional in-school or external support. Examples of unjustifiable reasons for absence from school are stated on page 4. The matter may also be referred to the Local Authority.

### **Requesting leave of absence during term time**

Taking your child out of school during term time could be detrimental to their educational progress. There is no entitlement to parent(s)/carer(s) to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances (the form can be found on the following link - [Attendance | Beauchamps High School](#)). Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Pupil Registration Regulations 2024). If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice. Failure to submit a leave of absence request will result in the absence being unauthorised and a referral to the Local Authority who may again issue a Penalty Notice as above.



## **Consequences of Poor Attendance /Punctuality**

### **Local Authority attendance support services**

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parent(s)/carer(s) are expected to work with the school and local authority to address any attendance concerns. Parent(s)/carer(s) should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice ([Essex Code of Conduct](#)) or prosecution in the Magistrates Court.

### **School Attendance and the Law**

New legislation was passed – The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law, all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parent(s)/carer(s) have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a ‘parent’, in relation to a child or young person, includes any person who is not a parent (from which can be inferred ‘biological parent’) but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

### **National Framework for Penalty Notices**

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school’s registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent/carer (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent/carer, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.

See the [Essex Code of Conduct](#).

See Appendix B for summary sheet of changes to fines from the Essex County Council.

There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”.

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. Only the Headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent/carer who has made the application is therefore allowing the leave of absence and also that all parents/carers who are on the holiday are allowing the leave. Where a parent/carer removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Essex Code of Conduct, in respect of each parent/carer believed to have allowed the absence.

### **Students who Cease to Attend without Prior Notification – Children Missing Education (CME) procedures**

Children missing education (CME) are children of compulsory school age who are not registered students at a school and/or are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life. The school may identify a child is CME if, after ten days continuous absence, the school has been unable to ascertain the whereabouts of a student (which would include a home visit to the student by the Attendance Manager). The school will refer the child's details to the Local Authority for it to perform further checks that are not available to school. This will involve completing the Child Missing Education form in line with the Essex County Council procedures. If after 20 days of continuous absence and the whereabouts of the student cannot be traced, they will be removed from the school roll in accordance with the Local Authority procedure.

***NB:** This guidance does not refer to children who are missing from view or absent from Home or Care. When a child goes missing from the home, or from care, or where the school has significant safeguarding concerns for the child, the school must refer these children immediately to the Children's Social Care Service and/or to the Police.*

**Note:** All data on attendance and punctuality stored in school is only shared in accordance with the school's Privacy Notice (e.g. other educational establishments, Local Authority, DfE)

# What to do

## Advice on childhood illnesses



Go to school; if needed, get treatment as required



Some restrictions for school attendance



Don't go to school and see the GP

What it's called?	What it's like	Going to school	Getting treatment	More advice
<b>Asthma flare up</b>	Worsening of usual symptoms		Follow your care plan	Stay off school if feeling too unwell
<b>Chicken pox</b>	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters		Pharmacy	Back to school five days after on-set of the rash, or when all lesions are crusted over
<b>Common cold</b>	Runny nose, sneezing, sore throat		Pharmacy	Ensure good hand hygiene
<b>Conjunctivitis</b>	Teary, red, itchy, painful eye(s)		Pharmacy	Try not to touch eye to avoid spreading*
<b>Flu</b>	Fever, cough, sneezing, runny nose, headache, body aches and pain, exhaustion, sore throat		Pharmacy	Ensure good hand hygiene*
<b>German measles/ Rubella</b>	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards		GP	Back to school four days after the rash has started, if feeling well enough. Please let the school know, as pregnant members of staff may be affected.
<b>Glandular fever</b>	High temperature, swollen glands, sore throat; usually more painful than any before		GP	*
<b>Hand, foot &amp; mouth disease</b>	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)		GP	Attend school while monitoring symptoms
<b>Head lice</b>	Itchy scalp (may be worse at night)		Pharmacy	
<b>Impetigo</b>	Clusters of red bumps or blisters surrounded by area of redness		GP	Back to school when lesions crust or 48 hours after start of antibiotics
<b>Measles</b>	Fever, cough, runny nose, watery inflamed eyes, rash		GP	Back to school four days from on-set of rash, and if feeling well enough
<b>Ringworm</b>	Red ring shaped rash, may be itchy, rash may be dry and scaly or wet and crusty		Pharmacy	
<b>Scabies</b>	Itching rash, commonly between fingers, wrists, elbows, arm		GP	Back to school after first treatment
<b>Scarlet fever</b>	Fever, unwell, red tongue, sandpaper rash		GP	Exclusion period during first 24 hours of antibiotics*
<b>Shingles</b>	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash		GP	Only stay off school if rash is weeping and cannot be covered
<b>Sickness bug/ diarrhoea</b>	Stomach cramps, nausea, vomiting and diarrhoea		Pharmacy	Contact GP if symptoms persist after 48 hours
<b>Threadworms</b>	Intense itchiness around anus		Pharmacy	Ensure good hand hygiene
<b>Tonsillitis/ Strep throat</b>	Intense sore throat for more than 1 day		Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow. Only need to stay off school if feeling too unwell
<b>Whooping cough</b>	Violent coughing, with a 'whoop'		GP	Exclusion period during first five days of antibiotics
<b>Covid</b>				Visit <a href="http://www.nhs.uk">www.nhs.uk</a> for latest guidance

\*Attend school while monitoring symptoms.

This information is a guide and has been checked by health professionals. If you are unsure about your child's wellbeing, we recommend you contact your pharmacy or GP to check.

Should my child go to school/nursery today?

Hertfordshire and West Essex Healthier Together for further information  
<https://www.hwehealthiertogether.nhs.uk/parentscarers>

Working in partnership with



## Appendix B

Summary sheet of changes to fines from the Essex County Council



## Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19<sup>th</sup> August 2024.

### Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

### First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

### National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

### Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.