



# Attendance

Parents and School Working Together



## Attendance Matters





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We are part of a Trust that is creating remarkable schools, where no young person is left behind.

At Hazelbeck, we want to ensure that our students overcome barriers to learning, so that they can flourish in their future lives.

**To achieve this, we need our young people to be here every day and on time.**

As parents, you have a statutory duty to ensure your child has access to a full-time education. Their education at Hazelbeck is meaningful and personalised; we want our young people to enjoy, learn and succeed.

**If your child is absent you **must**:**

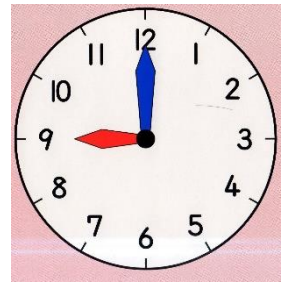
Contact us by 8.25am on the first day of absence with the reason for your child's absence, using:

- the Attendance group on Class Dojo
- Or by phone: 01274 777107

We will ALWAYS follow up absences, as part of our safeguarding duty. Your phone call saves us valuable time and helps us to support you better.

To see our Attendance Policy, please visit our website: [Hazelbeck School - Attendance](#)  
And follow the link: [Link to Attendance protocols and Trust Attendance policy](#)

## Timings of the School day:



At the start of the day, the gates open at 8.25am and students are collected from 8.35am. As they arrive in base, they will have personalised tasks to do, prior to lessons starting formally starting at 9am. The bus park gates will close at 8.55am.

At the end of the day, the gates open at 2.25pm and students leave from 2.45pm.

**The final pick up time is 3pm.** At 3pm, staff teams have meetings, so we need you to support the school by picking up your child before this time.

***Should you be late collecting your child (after 3pm) on more than 3 occasions, it will incur a £5 charge for each subsequent occasion.***

## Medical Appointments

*Government guidance states that:*

Schools should encourage parents to make appts outside of school hours. Where this is not possible, they should get agreement *in advance*.

The pupil should only be out of school for the *minimum* amount of time necessary for the appointment.

## Holidays in term time

We do not authorise holidays during term time, unless there are exceptional circumstances

Families taking holidays during term time must complete a Leave of Absence Request Form, at least ONE MONTH IN ADVANCE and are at risk of a fine for taking an Un-authorised holiday.

# PUNCTUALITY COUNTS!

**How does lateness affect my child's attendance?**



<b>Minutes lost each day</b>	<b>Days lost per school year</b>
5 minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days

Our students begin learning from 8.40am and **FORMAL LESSONS START AT 9AM**

Please help to ensure that your child does not miss out on crucial morning routines by arriving at school on time. We open the bus park gates at 8.25am.

The gates will close at 8.55am and parents bringing their child into reception after this point will need to sign the late book.

Please talk to us if you need any help in ensuring your child arrives on time.

# Should I Send My Child To School Or Keep Them At Home?

**Red: Your child should not go to school**  
**Green: Your child should still go to school.**

## Hazelbecks' Top 5 Medical Conditions

### Tiredness

Tiredness is not a medical condition, although, it may arise because of a medical condition. If needed, we can support you by providing the opportunity for your child to rest, and sleep at school. **Your child should still go to school.** Feeling tired is not a reason to miss a whole day of school. This would be an **Un-authorised absence**.

### Sickness and Diarrhoea (Gastroenteritis)

*Diarrhoea is defined as 3 or more liquid or semi-liquid stools in a 24-hour period. Sickness could be just once.*  
**Your child should not go to school.**  
Your child should stay at home until **48 hours after symptoms have stopped** and they are well enough to return. If medication is prescribed, ensure that the full course is completed.  
*In school, we will always try to identify when sickness or diarrhoea is not linked to a virus, and this will help us decide about the need to go home, or not.*

### Common Cold

If your child has a cough or a sore throat but no other symptoms, **they are probably fine to go to school.** However, if they have a **raised temperature**, are drowsy or get the shivers, **keep them off school.** Give your child 24 hours after symptoms stop before sending them back to school.

### Flu

Flu is very infectious. Flu viruses change so this winter's will be slightly different from last. Symptoms include headache, fever, cough, sore throat, aching muscles and joints, and tiredness. Cases are infectious from 1 day before to 3 to 5 days after symptoms appear.  
**Your child should not go to school** and remain at home until recovered.

### Headache

Lots of things can cause mild headaches, from tiredness to eye-strain. **Your child is probably fine to go to school with a mild headache** and we would not normally approve an absence for a mild headache. If your child's headache persists, is severe, or is accompanied by other symptoms, consult your GP.

### Respiratory Illness

**Your child should not attend school if they have a temperature and are not well enough to attend.** Should your child display the symptoms linked to Covid, outlined on the NHS website, **Your child should not go to school;** they should remain off school for 3 days.  
[Coronavirus \(COVID-19\) symptoms in adults - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms-in-adults/)  
[Coronavirus \(COVID-19\) symptoms in children - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/covid-19/symptoms-in-children/)

## Other Common Medical Conditions in Alphabetical Order

### **Chicken pox**

Chickenpox is highly infectious. It starts suddenly with fever, runny nose, cough and a general rash. The rash starts with blisters which then scab over. Several 'crops' of blisters occur so that at any one time there will be scabs in various stages of development.

**Your child should not go to school for at least 5 days from the start of the rash.** All blisters should be crusted over before children return to school.

### **Conjunctivitis**

Conjunctivitis is an inflammation of the outer lining of the eye and eyelid causing an itchy red eye with a sticky or watery discharge. The eye(s) becomes red and swollen and there may be a sticky yellow or green discharge. Eyes usually feel itchy and 'gritty'. Ointment is available from the doctor or pharmacy to treat the infection.

**Your child should still go to school but please seek medical advice.** Encourage your child not to rub their eyes and to wash their hands frequently and not share towels.

### **Food poisoning**

Food poisoning is caused by contaminated food or drink. Person to person spread of these infections is unusual. Symptoms of food poisoning usually begin within 1 to 2 days of eating contaminated food, although they may start at any point between a few hours and several weeks later. The main symptoms include feeling sick, vomiting, diarrhoea, stomach cramps and fever.

**Your child should not go to school** and should stay off school until the diarrhoea and vomiting has stopped and they are well enough to return.

### **Glandular fever**

Symptoms are severe tiredness, aching muscles, sore throat, fever, swollen glands and occasionally jaundice (yellowing of the skin and eyes). In children, the disease is generally mild and difficult to recognise. The incubation period is 4 to 6 weeks, but the infectious period is not accurately known. The illness lasts from 1 to several weeks or months. Spread is by direct contact with saliva and by indirect contact with hands or contaminated objects. The incubation period is between 4 to 6 weeks.

**Your child should not go to school.** They can return once they feel well.

Wash hands often and ensure used tissues are thrown away.

### **Hand, foot and mouth disease**

Hand, foot and mouth disease is a common viral illness in childhood. It is generally a mild illness. In very rare instances it can be more severe.

The child usually develops a fever, reduced appetite and generally feeling unwell. One or two days after these symptoms a rash will develop with blisters on their cheeks, hands and feet. Not all cases have symptoms. The incubation period is 3 to 5 days and is most contagious in the first 7 days.

**Your child is safe to go to school as soon as they are feeling well enough**

Spread is by direct contact with the secretions of the infected person and by coughing and sneezing. Younger children are more at risk because they tend to play closely with peers.

Use good hand washing to reduce the risk of transmission even after your child is well because the virus can still be present in the faeces and saliva for a few weeks.

There is no need to stay off until the blisters have all healed. *Keeping your child off for longer periods is unlikely to stop the illness spreading.* Don't confuse with foot and mouth disease in animals.

### **Head lice**

Head lice are tiny insects that live only on humans, feeding on blood. Eggs are grey or brown and about the size of a pinhead, are glued to the hair, close to the scalp and hatch in 7 to 10 days. Empty egg shells (nits) are white and shiny and are found further along the hair shaft as they grow out.

Head lice are spread by direct head-to-head contact and therefore tend to be more common in children because of the way they play. They cannot jump, fly or swim. When newly infected, cases have no symptoms. Itching and scratching on the scalp occurs 2 to 3 weeks after infection. **Treatment is needed if live lice are seen.**

**Your child should still to go to school.**

### **Impetigo**

Impetigo is an infectious bacterial skin disease; it is common in children, particularly during warm weather. The infection can develop anywhere on the body, but marks tend to occur on the face and limbs not covered by clothing.

Spread is by direct contact with discharges from the scabs of an infected person. The bacteria gets into skin through minor cuts and then spreads by scratching. Infection is spread mainly on hands, but indirect spread via toys, clothing, equipment and the environment may occur. The incubation period is between 4 to 10 days.

**Your child should not go to school** until the lesions are crusted and healed or 48 hours after commencing antibiotic treatment. Wash hands to reduce the risk of spread. Towels and facecloths or eating utensils should not be shared with others.

### **Measles**

Measles is a highly infectious viral infection.

Symptoms include a runny nose; cough; conjunctivitis (sticky eye); high fever and small white spots inside the cheeks. Around day 3 of the illness, a rash of flat red or brown blotches appear, beginning on the face and spreading over the body. The incubation period is between 7 to 18 days.

The virus is transmitted through airborne droplet spread, and direct contact with nasal or throat secretions.

**Your child should not go to school.** Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure your child stays off school during this period.

### **Meningitis**

Bacterial meningitis is less common but more serious than viral meningitis and needs urgent medical help.

Common signs and symptoms of meningitis and septicaemia include fever, severe headache, photophobia, neck stiffness, non-blanching rash (see glass test below), vomiting, drowsiness.

### **Glass test**

If a glass tumbler is pressed firmly against a septicaemic rash, the rash will not fade. You will be able to see the rash through the glass. If this happens get medical help immediately. Note that the rash is a late symptom - if any of the other symptoms have already occurred seek medical advice immediately. There is no effective medication the treatment of viral meningitis, but symptoms are usually much milder.

**Your child should not go to school.**

### **Meningococcal meningitis and meningitis septicaemia**

Meningitis and septicaemia require immediate medical attention. **Your child should not go to school.**

Symptoms include fever, severe headache, photophobia, drowsiness, non-blanching rash (see glass test above). Not all the symptoms will be present, and cases can have symptoms of meningitis and septicaemia.

If your child has been treated and has recovered, they can return to school. The HPT will have carried out a risk assessment and organised antibiotics for household and other close contacts.



### **Meningitis (viral)**

The symptoms of meningitis (inflammation of the linings surrounding the brain) can be caused by a number of different viruses. **Your child should not go to school.**

Symptoms include headache, fever and in some cases a rash. Active illness seldom lasts more than 10 days. Transmission may be through droplet spread or direct contact with nose and throat discharges or faeces of infected individuals.

### **Mumps**

Mumps is a viral infection. The first symptoms of mumps are usually a raised temperature and a general feeling of being unwell, followed by stiffness or pain in the jaws or neck and then glands swelling up and causing pain. The swelling can be one sided or affect both sides. Mumps is usually fairly mild in young children, but can cause swelling of the testicles and rarely, infertility in males over the age of puberty.

The mumps virus is highly infectious and can be spread by droplets from the nose and throat and by saliva. **Your child should not go to school until 5 days after the onset of swelling** and if well.

**You should see your GP.**

### **Ringworm**

Ringworm is a fungal infection of the skin, hair or nails. It is caused by various types of fungi. Scalp ringworm in children is becoming more common in the UK, particularly in urban areas. Until recently this was usually spread from infected animals but now spread between humans within families and in schools is more common.

**Your child should still to go to school with any of the following conditions:**

#### **Ringworm of the scalp**

Infection with animal ringworm starts as a small red spot which spreads leaving a scaly bald patch. The hair becomes brittle and breaks easily. The picture with human scalp ringworm varies from lightly flaky areas, often indistinguishable from dandruff, to small patches of hair loss on the scalp. There may be affected areas on the face, neck and trunk.

#### **Ringworm of the body**

Infected areas are found on the trunk or legs and have a prominent red margin with a central scaly area.

#### **Athlete's foot**

Affects the feet, particularly the toes, in between the toes and soles.

### **Rubella (German Measles)**

Rubella is a viral infection. The infection is mild but can cause congenital rubella syndrome. Usually the rash is the first indication, although there may be mild catarrh, headache or vomiting. The rash takes the form of small pink spots all over the body. There may be a slight fever and some tenderness in the neck, armpits or groin and there may be joint pains. The rash lasts for only 1 or 2 days, and the spots remain distinct, unlike measles.

**Your child should not go to school** for 5 days from the appearance of the rash.

### **Scabies**

Scabies is a skin infection caused by tiny mites that burrow in the skin. The pregnant female mite burrows into the top layer of the skin and lays about 2 to 3 eggs per day before dying after 4 to 5 weeks. The burrows may be several centimetres long, but they are very close to the surface of the skin. The eggs hatch after 3 to 4 days into larvae which move to hair follicles where they develop into adults. The appearance of the rash varies but tiny pimples and nodules are common.

**Your child should not go to school.**

They can return after a first treatment has been completed. It is important that a second treatment is not missed, and this should be carried out 1 week after the first treatment.

### **Scarlet Fever**

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. **Your child should stay off school initially** and they can **go back to school 24 hours after starting antibiotics**.

A rash develops on the first day of fever and gives the skin a sandpaper-like texture and the tongue has a strawberry-like appearance. The fever lasts 24 to 48 hours. Scarlet fever is now usually a mild illness but is rarely complicated by ear infections, rheumatic fever which affects the heart, and kidney problems.

Spread is by inhaling droplets or by sneezing and coughing.

### **Slapped cheek syndrome, Parvovirus B19, Fifth's Disease**

The illness may only be a mild feverish illness but in others a rash appears after a few days. The rose-red rash makes the cheeks appear bright red, hence the name 'slapped cheek syndrome'. The rash may spread to the rest of the body. Your child will begin to feel better as the rash appears. The rash usually peaks after a week and then fades. Children are no longer infectious once the rash appears. There is no specific treatment.

**Your child should still to go to school but You should visit your GP.**

### **Threadworm**

Threadworm infection is an intestinal infection and is very common childhood infection.

Adult worms live in the small intestine. Mature female worms migrate through the anus and lay thousands of eggs on the perianal skin causing itching, particularly at night.

Re-infection is common and infectious eggs are also spread to others directly on fingers or indirectly on bedding, clothing and environmental dust.

**Your child should still to go to school.** Maintain high standards of basic hygiene and consult with your GP or pharmacist. Transmission is uncommon in schools.

### **Tonsillitis**

There are many causes of tonsillitis but most are due to viruses and do not need or respond to antibiotics.

**Your child should still to go to school if they feel well enough.**

### **Tuberculosis (TB)**

TB is a bacterial infection that can infect any part of the body, including the lungs.

People with TB might have all or some of the following symptoms; cough, loss of appetite, loss of weight, fever, sweating particularly at night, breathlessness and pains in the chest. TB in a part of the body other than the lungs may produce a lump or swelling which can be painful.

**Your child should not go to school until after 2 weeks of treatment**, if well enough to do so and as long as they have responded to anti-TB therapy. A child with non-pulmonary TB can return to school as soon as they are well enough.

### **Warts and Verruca**

**Your child should still to go to school.**

Verrucae should be covered in swimming pools, gyms and changing rooms.

# **PERSONAL NOTES / APPOINTMENTS**