



The Greenfield & Hurst Drive Federation

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Attendance policy

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Nursery School

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1. Rationale

As The Hurst Drive and Greenfield Federation we are committed to meeting our obligations with regards to school attendance through our culture and ethos that values good attendance. Greenfield Nursery School is a Local Authority maintained school provided non-statutory early years education. There is no legal requirement for children to attend non-statutory provision; however, there is a proven link between attendance and punctuality and children's attainment. We believe good attendance of both our schools is essential if children are to take full advantage of the learning and development opportunities available to them. Throughout their time at school and even from as young as two, continuity and consistency are important contributors to a child's well-being and progress. We also believe that regular attendance at nursery can set good practice for statutory school.

2. Aims

- To create a culture in which good attendance is 'normal' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in implementation of our policy and procedures
- To outline procedures for absence, early and late collections for staff and parents/carers
- Reduce absence, including persistent and severe absence
- Ensure that every pupil of statutory school age has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Build strong relationships with our families to ensure children have the support in place to attend school
- Striving for whole school attendance of 96% and above at both our schools
- Promote and support punctuality

3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
 - Regularly reviewing and challenging attendance data
 - Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Executive Headteacher to account for the implementation of this policy
- The Standards Committee are responsible for monitoring attendance and will be provided with termly analysis in order to fulfil this duty. Attendance data will also be shared with the wider governing body through the termly Headteacher Report in order to hold the Executive Headteacher to account.

3.2 The Executive headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data from both Hurst Drive Primary School and Greenfield Nursery School and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where appropriate and necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data (see section 7)
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Advising the headteacher when to issue fixed-penalty notices (Hurst Drive only)
- Working with education welfare officers to tackle persistent absence (Hurst Drive only)

The designated senior leaders responsible for attendance are Hayley Nicolas at Greenfield and Elle Savage at Hurst Drive. They can be contacted via admin@hurstdrive.herts.sch.uk or admin@greenfield.herts.sch.uk

3.4 The pastoral coordinator Hurst Drive Primary School

The pastoral coordinator is responsible for:

- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent absence

The Pastoral Coordinator (Nicole Jackson) can be contacted via the School Office 01992 624099.

3.5 Class teachers

Class teachers and Seniors in the nursery are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the appropriate school office by 09:00am.

3.6 School Admin staff

School Admin staff at both Hurst Drive and Greenfield will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Contact parents and carers to ascertain reason for absence where none has been given
- Report any concerns about non-attendance to the designated senior leader or Executive Headteacher

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time, correctly dressed and ready to learn
- Call the school to report their child's absence by 08:30am, or as soon as is practically possible, on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Work with the schools to resolve issues which may lead to non-attendance or issues with punctuality

- Avoid taking holidays during term time
- Not send your child to school if they are unwell so we can limit the spread of infection. (Appendix 2)
- Inform the school if their child has an infectious or contagious illness so we can alert other parents if necessary (Appendix 2).
- Collect their child from school on time at the end of the session.

3.8 Pupils

Pupils at Hurst Drive are expected to:

- Attend school every day on time in the correct uniform, ready to learn.

Pupils at Greenfield Nursery are expected to:

- Attend all their registered sessions
-

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- resent
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment. See appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances, We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:40am (Greenfield) and 08:55am (Hurst Drive) on each school day.

The register for the first session at Hurst Drive will be taken at 08:45 and will be kept open until 09:00 The register for the second session will be taken within 10 minutes of the pupils returning from their staggered lunch breaks.

Pupil's that attend afternoon sessions at Greenfield nursery must arrive by 12.35pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:30am or as soon as practically possible by calling the school office (see also section 7). They may do this via telephone on 01992 624099 (Hurst Drive) 01992 760779 (Greenfield), leaving a voicemail that states their child's name and the reason for their absence, or they may share the same information via e-mail to admin@greenfield.herts.sch.uk or admin@hurstdrive.herts.sch.uk A pupil's parent/carer must continue to notify the school on a daily basis by 8:30am thereafter if their child is due to be absent from school.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence for children of statutory school age, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.21 Sickness

If your child is too unwell to attend nursery or school, they need to stay at home until they are better. You can phone us for advice if you're not sure or use the NHS Choices website. Children with minor coughs, colds or other illnesses can still attend, if well enough.

You must follow advice from the school or the NHS when there is high prevalence of an infectious disease. Please see Appendix 2 for guidance.

You can find useful information about school absence and illnesses on the [NHS Live Well website](#).

If your child becomes unwell whilst at school, you will be required to collect them and keep them at home until they are well enough to return. Further information can be found in our Supporting Children with Medical Conditions Policy.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where a child is frequently late, the school will follow the procedure below:

- On a monthly basis, the Attendance Team for Hurst Drive Primary School uses the school system to identify pupils whose lateness amounts to at least 15 minutes across one or more late arrivals;
- A letter is posted to the child's parent/carer to detail how many minutes of lost learning their child has amounted in the previous month and the expectation that this must improve in the following month; and,
- If in the following month, there is not a sufficient improvement, the Attendance Team will organise a meeting with the child's parent/carer, which may include inviting the child's Class Teacher and/or the Executive Headteacher to address whatever is causing the tardiness.

4.5 Following up unexplained absence

Where any child we expect to attend school does not attend, or stops attending, the school will follow the procedure below:

The Admin Officer will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit or telephone the Police to carry out a welfare check.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

N.B. The procedure for following up absence for vulnerable children (i.e. those known to Children's Services) will differ – namely, contacting the child's designated Social Worker on Day 1 and bringing forward the request for the police to carry out a welfare check, depending on the family's circumstances.

4.6 Reporting to parents/carers

Hurst Drive Primary School

A child's attendance is reported to their parent/carer six times a year as detailed below:

- In October, in person at the first parent and carer consultation meeting
- In December, via letter at the end of term
- In February, in person at the second parent and carer consultation meeting
- In March/April, via letter at the end of term
- In May, via letter at the end of the half term
- In July, via the written end-of-year report 5. Authorised and unauthorised absence

Greenfield Nursery School

- A child's attendance is reported to their parent/carer half termly
- Children who attend 100% of their sessions are celebrated weekly with attendance certificates

5. Authorised and unauthorised absences – Hurst Drive Primary School

5.1 Approval for term-time absence

The Executive Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Valid reasons for authorised absence may include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be

travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 1 week before the absence, and in accordance with any leave of absence request form, accessible via the School Office. The Executive Headteacher may require evidence to support any request for leave of absence.

5.2 Legal sanctions – Hurst Drive Primary School

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

6.1 Hurst Drive Primary School

The importance of regular attendance and punctuality is stressed to parents through:

- Initial home visits (Reception)
- Meet the teacher meetings
- Parent meetings
- Phone calls home from class teachers and pastoral support team
- On a weekly basis, the class with the highest attendance for the week receive a reward decided by them and their teacher (e.g. additional outside play). This is announced and recognised in a whole school celebration assembly every Friday.
- On a termly basis, the school announces a whole school attendance target and provides a reward to all children for meeting this across the school. Progress towards this is regularly monitored and shared with children and parents.
- At the end of the school year, those pupils who have maintained 100% will have their attendance celebrated with a certificate.

6.2 Greenfield Nursery School

The importance of regular attendance and punctuality is stressed to parents through:

- Initial home visits
- Nursery School parent information booklet
- Discussion with the child's Key person
- Weekly newsletter
- The times and procedures for registration are made clear to parents.
- Staff consistently follow the guidelines for attendance and registration.
- Certificates for 95% & 100% attendance or improved attendance which are sent home on a half termly basis.

- Staff work continuously to create an environment where parents/carers and children feel welcomed and valued and want to be part of the school.

7. Attendance monitoring

On a half-termly basis, the Senior Leader for Attendance carries out an analysis of attendance using FFT Aspire (Hurst Drive) or SIMS (Greenfield) to review weekly trends and compare with national data.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Inform parents/carers when a child's attendance falls below 96% and then subsequently 93% through attendance letters
- Closely monitor those at risk of persistent and severe absence on a weekly basis
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Use of Fixed Penalty Notices and Fines if other strategies have not proved supportive in improving attendance and if issuing a FPN is perceived to be likely to impact positively on a child's attendance.
- The School recognises that pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and teachers must ensure this cohort is made the top priority for action and support. This is monitored through weekly safeguarding meetings where attendance is a standing item in order to identify and target any children potentially at greater risk of significant harm due to severe absence.

- **In the event of persistent low attendance at Greenfield Nursery School, parents/carers will be notified that the Nursery place will be closed and offered to another child on the waiting list.**

7.5 Working with the Local Authority – Hurst Drive Primary School

Hurst Drive Primary School works in partnership with the Statutory Attendance & Participation Team to devise a strategic approach to attendance.

- The Executive Headteacher or designated senior leader will meet with the link LAAO when required to discuss and improve attendance for all persistently absent or severely absent pupils.
- Action Plans will be developed for all persistently and severely absent pupils. The school may request support from the LAAO for advice and guidance with the implementation of these action plans.
- If parents do not proactively engage with support offered through the action plan, then formal intervention may be requested from the LAAO.
- If parents do not engage with formal support, the school may request statutory intervention from the Local Authority.

Statutory intervention can include:

- Parenting Contract
- Fixed Penalty Notice application from school
- Parenting Order
- Education Supervision Order
- Prosecution

8. Late Drop Off

Children who arrive after the main doors have closed (at the end of flexible drop off) are regarded as late for school.

Caregivers that drop off their child are required to sign their children in at the office stating the time and reason for late collection.

In some instances, at Greenfield Nursery School, you may be asked to wait with your child before leaving them in our care as not to interrupt group teaching time.

9. Early collection Procedure

Although not encouraged, there may be some instances where you will need to pick your child up early from school. In this event the follow procedure must be followed:

- Parents/Carers are to let us know in advance if they are to collect their child early from school and who will be collecting.
- It is the parent/carers responsibility to notify us who will be collecting and to inform the person collecting of the password.
- Children will be collected from the main office
- The person collecting will state their name, child's name, time of collection and reason for collection in the logbook.
- If the person collecting is unknown to the school and does not know the password, we will attempt to contact the main caregiver. If they are not obtainable, we will not hand over the child.
- Those that wish to collect within 5 minutes of the end of the usual session time/school day will be denied and asked to collect their child from their usual classroom at the end of the session.

10. Late collections

Any child who is not collected from school within a reasonable time at the end of the session/school day, and without previous notification of an exceptional and good reason why the child is being collected late, will be considered as requiring provision of care outside funded hours. Late collection procedures will be implemented. The well-being of the child will paramount as to cause as little distress as possible.

It is the parents/carers responsibility to let us know if they or a named person will be late collecting their child from school. Where parents/carers have made arrangements for someone else to pick the child up (without prior notice given) the staff will require the following:

- A phone call from the parent confirming the child's name, address and date of birth.
- A description of the person who will be collecting the child.
- A password given by the new person to staff and which only the parent, new person and staff will know.
- Upon arrival of the new person, a senior member of staff will check all the details required and if satisfied release the child into that person's care. This person will have temporary authorisation for that occasion only unless the parent contacts the school office and complete the relevant paperwork to make this arrangement permanent.
- Unless these arrangements are met satisfactorily staff will not release the child.

If we have not received notification of late collection from the parent/carer, they will be called in the first instance. If we are not able to get in contact with them, we will then contact emergency contacts in priority as they are listed to arrange collection from school.

At Greenfield Nursery School, if a child/ren remain uncollected after their usual and/or booked session finishes, parents/carers will be charged after the first 10 minutes at £1 a minute, as additional staff are required to provide for their care. Parents will be notified of additional charges via invoice through the school office. Further information of this can be found in our Charges and Remissions Policy.

As a last resort, it may be case we have to contact Children's Services where contact with caregivers and emergency contacts has been sought but not obtained (within one hour of the setting closing and staff can no longer supervise on the premises). The senior member of staff will initiate Child Protection procedures and contact the Customer Service Centre for Children and Families on 0300 123 4043.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour & Exclusions Policy
- Home Visits Procedure
- Children with Health Needs who Cannot Attend School Policy
- Supporting Pupils with Medical Needs Policy
- Equality Information & Objectives

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

Appendix 2 – Health Protection for schools, nurseries and other childcare facilities

The exclusion table below advises on the time period that a child needs to be excluded from school if they have an infectious condition. (Source NHS)

Health Protection for schools, nurseries, and other childcare facilities

Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice.
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed

Infection	Exclusion period	Comments
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information.
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local HPT
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

HPT – Health Protection Team

***denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.

COVID-19

For children and young people aged 18 and under who test positive for COVID-19, the advice is to try to stay at home and avoid contact with other people for three days. This is because children and young people tend to be infectious to other people for less time than adults.

Adults with a positive COVID-19 test result are advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious

