



## **Pupil Sickness and Absence Policy**

September 2024

Review by September 2026

### **Purpose**

This policy outlines the procedures for managing pupil sickness and absence at Thomas Johnson Lower School. The aim is to ensure a consistent approach to recording and responding to pupil absences due to illness, while supporting the health and well-being of all children.

### **Scope**

This policy applies to all registered pupils at Thomas Johnson Lower School and is in line with the Department for Education (DfE) guidelines.

### **Policy Statement**

Thomas Johnson Lower School is committed to maintaining a high level of attendance and ensuring that all pupils receive the education they deserve. We recognise that illness can impact attendance and aim to manage sickness absences effectively and compassionately.

### **Procedures**

#### **Notification of Absence:**

- Parents/carers must notify the school on the first day of their child's absence due to illness by calling the school office or sending an email.
- The notification should include the child's name, class, and a brief description of the illness.

#### **Recording Absences:**

- Absences due to illness will be recorded using the appropriate code (Code I: Illness) in the attendance register.
- The school will accept parental notifications of illness without requiring medical evidence unless there are genuine concerns about the authenticity of the illness.

#### **Immediate Action for Sickness and Diarrhoea:**

- We define the above as follows:
  - One or more bouts of vomiting
  - One or more bouts of loose or watery stools
  - Abdominal pain or cramping
  - Fever (if applicable)
- In the event of sickness and/or diarrhoea, the school will take immediate action after the first bout of illness to protect the health of other children.
- A child exhibiting symptoms will be assessed by a staff member and isolated from other children if necessary.
- Whether the symptoms are small or large in volume, it will still be considered as one bout, and the policy will continue to apply accordingly.

#### **Parent/Carer Notification:**

- The school will contact parents/carers to inform them of the child's condition and request that they collect their child from school.
- Parents/carers will be advised to seek medical advice if symptoms persist or worsen.

#### **Reintegration Guidelines:**

- Children may return to school after being symptom-free for at least 48 hours.
- If requested, parents/carers will be provided with a link to NHS guidelines regarding the child's return and any necessary support for reintegration.

#### **Long-Term Absences:**

- For pupils with long-term illnesses (15 days or more), the school will work with parents and local authorities to arrange appropriate educational provision.
- The school will maintain communication with parents to ensure support is provided during the child's absence.

**Monitoring Attendance:**

- The school will regularly monitor attendance records to identify patterns of absence and provide support where necessary.
- Attendance data will be reviewed termly to ensure that all pupils are receiving appropriate support.

**Promoting Good Attendance:**

- The school will implement strategies to promote good attendance, including celebrating achievements and providing support for pupils facing difficulties.

**Conclusion**

This Pupil Sickness and Absence Policy aims to ensure that Thomas Johnson Lower School maintains a safe and supportive environment for all children. By following these procedures, we can effectively manage pupil absences due to illness while promoting a culture of attendance and well-being.

