

Leave and Holidays

'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'. The Education (Pupil Registration) Regulations 2016—amended in 2013:

Therefore any leave from school is discretionary, and not an automatic entitlement.

Any request for leave must be made in advance by completing an 'Exceptional Circumstances—Pupil term time leave request form', which is available from our school office.

Please note that taking your child on holiday during term time could result in a fine from the Local Authority. In some extreme case this may also result in court action.

For more information on this, please visit:

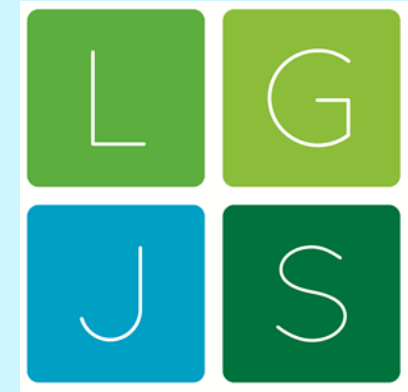
<https://www.birmingham.gov.uk/school-attendance>

When should my child return to school?

NHS

Chicken Pox When all spots have crusted over	Measles or German Measles 4 days from onset of rash	Conjunctivitis None*	Diarrhoea & Vomiting 48 hours from last episode	Glandular Fever None*	Hand, foot & mouth None*	Impetigo When lesions are crusted & healed or 48 Hours after commencing antibiotics	Whooping Cough 48 Hours after commencing antibiotics
Mumps 5 days from onset of swelling	Scabies After first treatment	Head lice None*	Scarlet Fever 24 hours after commencing antibiotics	Threadworms None*	Slapped Cheek None*	Tonsillitis None*	
Flu Until recovered							

Attendance Advice



Occasionally, your child may wake up feeling unwell. If your child does not have a fever but has minor symptoms such as a headache or earache, current medical advice suggests giving them paracetamol (e.g., Calpol) and sending them to school. The school will contact you if your child's condition worsens or if they show signs of a contagious illness, such as chickenpox or vomiting. All Teaching Assistants and office staff are first aid trained and can administer medication throughout the day if needed.

If you think your child may have an infectious illness and are unsure about whether they should stay home and for how long, please contact the school office. They can provide guidance and information. Alternatively please see the back of the leaflet for NHS return to school guidance.

Keeping up with childhood immunisations helps protect against diseases like measles, mumps, and chickenpox. Many illnesses can also be prevented by encouraging children to:

- Avoid sharing food, drinks, or clothing with others
- Dispose of used tissues properly
- Wash hands frequently with soap or hand sanitiser

Reporting absences

Please remember to phone the school office to report any absence by 9:00 am on the day of the absence. If you do not report the reason for the absence then it will be recorded as unauthorised.

Note that school regulations give the headteacher the discretion to decide whether to accept a parent/carer's explanation for medical absences, and they may determine an absence to be unauthorised if necessary.

Each school day includes two attendance sessions, so missing an entire day counts as two absences. Whenever possible, please schedule medical, dental, or optician appointments outside of school hours or towards the end of the school day.

If an appointment must take place during school hours, please ensure your child comes to school beforehand and/or returns afterwards. Remember to provide copies of appointment letters or cards to the school so that attendance records can be accurately updated.

Please also note that a pupil's absence or illness should not impact the education (attendance) of their siblings. Likewise parental/ carer illness should also not effect your child's education (attendance) and you should make all possible efforts to still ensure your child is attending school.

Please reach out to school if you have any concerns about your child's attendance. We are always here to listen and to work together with you to find solutions.

If your child has a chronic or long-term illness, please let us know so we can collaborate to provide the appropriate support for both you and your child, helping them stay connected to their learning and school community.

Further advice and support on attendance can also be provided through our school's Attendance and Welfare Officer:

Tracy Cornish

Mobile: 07498 070414

Email : tcornish@csaws.co.uk

For more in depth guidance around attendance please see our attendance policy, which can be found on our school website.

