



## **Bilton Grange Attendance Policy and Procedure Policy**

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Advent 2026

## **1.0 INTRODUCTION**

This is the attendance policy of Bilton Grange Prep School (the School).

The School aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their School experience, including their attainment, wellbeing and wider life chances.

### **The aims of this policy are to:**

- Develop and maintain a whole-School culture that promotes the benefits of good attendance.
- Ensure, so far as possible, that every pupil in the School is able to benefit from and make their full contribution to the life of the School.
- Prioritise and, where possible, improve attendance and punctuality across the School, reduce absence and set out the School's approach to the management of absence and non-attendance.
- Recognise the linkages between attendance, absence and pupil wellbeing, specifically ensuring a consistent whole-School approach to safeguarding.
- Help to promote a whole-School culture of safety, equality, inclusion and protection.
- Identify and address barriers to attendance at the earliest opportunity through a supportive, proportionate and graduated approach.

## **2.0 SCOPE**

This policy applies to the whole School, including the Early Years Foundation Stage (EYFS), and to both day pupils and boarders.

The policy is designed to address the School's statutory obligations to record attendance and absence, promote regular attendance, safeguard pupils and respond appropriately where attendance is a concern.

## **3.0 POLICY CONTENT**

### **3.1 Regulatory Framework**

This policy has been prepared to meet the School's responsibilities under:

- Education (Independent School Standards) Regulations 2014.
- National Minimum Standards for Boarding Schools (DfE, September 2022).
- EYFS statutory framework for group and School-based providers (DfE, September 2026).
- Education Act 1996 and relevant subsequent legislation.
- Education and Skills Act 2008.
- Children Act 1989.

- Childcare Act 2006.
- Sponsorship Duties / UKVI requirements, where applicable.
- School Attendance (Pupil Registration) (England) Regulations 2024.
- Equality Act 2010.
- Data Protection Act 2018 and UK GDPR.

### **3.2 Publication and availability**

This policy is published on the School website.

It will be sent to parents when pupils join the School and parents will be reminded of it at the beginning of the School year and when the policy is updated.

The policy is available in hard copy on request and can be made available in large print or another accessible format if required. A copy is available for inspection from the Head's PA during the School day.

### **3.3 Definitions and interpretation**

Where the following words or phrases are used in this policy:

- References to attendance include attendance for all or part of the timetabled School day;
- References to the Proprietor are references to the Board of Governors.
- References to a Parent include all natural parents, any person with parental responsibility and any person with day-to-day responsibility for a pupil.
- References to a pupil include anyone receiving education at the School, subject to the statutory definitions applicable to attendance.
- SAC means the School's Senior Attendance Champion.
- Persistent Absence (PA) means a pupil missing 10% or more of their possible sessions, equivalent to an attendance rate of 90% or below.
- Severe Absence (SA) means a pupil missing 50% or more of their possible sessions, equivalent to an attendance rate of 50% or below.

PA and SA are not simply end points: the School will act early when attendance begins to decline and will provide increasing levels of support and intervention according to individual circumstances.

### **3.4 Responsibility statement and allocation of tasks**

The Proprietor has overall responsibility for matters which are the subject of this policy.

The Proprietor recognises that improving attendance is a School leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in School, referred to in this policy as the SAC.

| Task                                                                   | Allocated to          | Frequency                          |
|------------------------------------------------------------------------|-----------------------|------------------------------------|
| Keeping the policy up to date and compliant with law and best practice | SAC                   | As required, and at least termly   |
| Monitoring implementation of the policy                                | SAC                   | As required, and at least termly   |
| Analysing attendance and absence data                                  | SAC                   | As required, and at least termly   |
| Seeking input from pupils, staff and parents to improve processes      | SAC                   | As required, and at least annually |
| Formal annual review                                                   | Proprietor / BG Board | Annually                           |

### 3.5 The importance of good attendance

The School recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the School's ethos and culture.

- Good attendance, alongside good behaviour, is a central part of the School's vision, values, ethos and day-to-day life.
- Attendance is closely linked to attainment, behaviour, bullying, SEND support, medical needs, mental health, safeguarding, wellbeing and support for disadvantaged pupils.
- High expectations for attendance and punctuality will be communicated regularly and effectively to pupils and parents.
- Attendance is never 'solved' and is a continuous process requiring review, communication and refinement.
- Repeated or prolonged absence can be a warning sign of safeguarding concerns, including neglect and exploitation, and will be considered alongside wider safeguarding information.

### 3.6 School responsibilities

Attendance is the essential foundation to securing positive outcomes for all pupils. Everyone in the School community has a responsibility to take proactive steps to manage and improve attendance.

- The School will consistently promote the benefits of good attendance and set high expectations for every pupil.
- Where attendance is a concern, the School will work effectively and respectfully with pupils, families and, where appropriate, local authorities and other agencies.

- The School will use a graduated, support-first approach: Expect, Monitor, Listen and understand, Facilitate, Formalise, and Enforce where appropriate.
- Universal support will promote good attendance for all pupils through high expectations and consistent routines.
- Targeted support will provide early intervention for pupils whose attendance is declining or who are at risk of persistent absence.
- Intensive support will provide individualised and, where appropriate, multi-agency support for pupils who are persistently or severely absent.
- The School will maintain robust systems for recording attendance, reasons for absence and patterns at individual and cohort level.
- Interventions will be proportionate, targeted and regularly reviewed.

### **3.6 Staff responsibilities**

#### **3.6.1 Senior Attendance Champion**

The Proprietor has appointed a senior member of the School's leadership team as SAC. The SAC's name and contact details are set out on page 15 of this policy.

- Set a clear vision for improving attendance.
- Establish and maintain effective systems for tackling absence and ensure that systems are followed.
- Regularly monitor and evaluate progress and the effectiveness of attendance strategies.
- Have oversight of and analyse attendance data.
- Communicate clear messages on the importance of attendance to pupils and parents.

#### **3.6.2 Staff with specific attendance responsibilities**

The staff identified in Appendix 1 have day-to-day responsibility for monitoring and promoting good attendance and punctuality. They should:

- Ensure statutory registers are taken accurately and at the required times.
- Record all absences promptly and accurately using the national attendance codes.
- Seek explanations of absences where required.
- Make enquiries about unexplained absences, including those arising during the School day.
- Look for trends or patterns and inform the SAC, DSL or other relevant leader of concerns.
- Deal with lateness consistently and promptly.
- Apply appropriate responses under the School's behaviour and discipline arrangements.
- Discuss non-attendance or lateness with pupils and parents, emphasising the importance of regular attendance.

### **3.6.3 All staff**

All teaching and non-teaching staff will understand the importance of good attendance and will communicate consistently with pupils and parents. Staff will receive appropriate training and professional development according to their roles.

## **3.7 School arrangements**

### **3.7.1 Managing attendance**

The School monitors, records and shares attendance data as part of its duty to safeguard and protect pupils and promote regular attendance. Admission and attendance registers are completed accurately and kept electronically.

### **3.7.2 Parents and carers**

- Make any application for leave of absence giving at least 7 days' notice where reasonably practicable, or at the earliest opportunity in an emergency.
- Notify the School of any absence or delay as soon as reasonably possible and give an accurate explanation.
- Cooperate with the School to identify and address barriers to attendance.
- Ensure that the School has at least two current emergency contact numbers.

Parents of day pupils should ensure their child attends School by morning registration at 8.20am. Parents of boarding pupils should ensure their child returns to boarding accommodation by the agreed time on Sunday before the beginning of the School week.

### **3.7.3 Statutory registration**

Morning registration is at 8.20am. The register remains open for no longer than 30 minutes and will close at 8.50am, Monday to Saturday.

The School will operate a single statutory afternoon registration time for all pupils. This opens at 1.45pm. The afternoon register will remain open for no longer than 30 minutes.

The statutory attendance register is taken at the same time for all registered pupils. Year-group or boarding arrangements do not alter the statutory registration requirement.

Once a register has closed, a pupil who arrives after closure will be recorded in accordance with the national attendance codes and the circumstances of the late arrival. Where a pupil arrives after the register has closed without a satisfactory explanation, code U may apply.

The School uses iSAMS and Attendance Management Systems. Additional boarding supper and bedtime checks are maintained for safeguarding and boarding purposes; these are separate from the statutory attendance register.

#### **3.7.4 Reporting absence**

- Parents of day pupils should report absence at the earliest opportunity and by 8.00am on the first day of absence to the Head's PA or North Entrance Secretaries by email or telephone.
- Parents of boarders should report absence at the earliest opportunity and by 5.00pm on the Sunday evening they are due to return to School.
- Parents should respond promptly to calls where their child is reported late or absent.
- Parents should inform the School as soon as possible of any circumstance likely to result in a pupil being off roll in the future.
- Medical and dental appointments should, where possible, be arranged outside the School day.

#### **3.7.5 First-day response and unexplained absence**

The School operates a first-day response system. Where a pupil expected to attend is absent and no reason has been provided, the School will make contact on the same day to establish the pupil's safety and reason for absence.

- A member of staff will contact the parent/guardian; if no reply is received within 30 minutes, subsequent emergency contacts will be called.
- The School will establish whether the absence is approved and identify the correct attendance code.
- The correct code will be entered as soon as the reason is ascertained and no later than 5 working days after the session.
- Where the School cannot establish the pupil's whereabouts or obtain an explanation, the Assistant Head Pastoral / DSL will be notified and the concern logged on CPOMS.
- The School will continue to make appropriate daily contact where an absence remains unexplained and will consider safeguarding and Children Missing Education (CME) procedures.
- Where absence continues for 10 consecutive School days, the School will consider whether referral to the relevant local authority CME service is required.

#### **3.7.6 Persistent and severe absence**

Persistent Absence is where a pupil misses 10% or more of possible sessions. Severe Absence is where a pupil misses 50% or more of possible sessions.

- Use attendance data to identify patterns and trends.
- Take early action before absence becomes entrenched.
- Meet with parents and pupils where appropriate.
- Identify and seek to remove barriers to attendance.

- Consider SEND, health, mental health, safeguarding and family circumstances.
- Signpost or provide access to wider support services.
- Escalate support proportionately where attendance does not improve.

### **3.7.7 Leave of absence and holidays**

The School will consider requests for leave of absence individually, taking account of the specific circumstances, the pupil's attendance record and relevant background information.

Leave of absence will only be granted where the circumstances meet the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 or where the Head determines that exceptional circumstances justify the absence.

The School will not operate a blanket policy under which leave is automatically authorised for particular events or circumstances.

A family holiday or other absence for leisure and recreation will not normally constitute an exceptional circumstance and should not normally be authorised.

Parents should make applications for leave of absence in writing to the Head via the Head's PA. If leave is granted, the Head will determine the period for which the pupil is permitted to be absent and the appropriate attendance code will be used.

Leave for religious observance will normally be considered where the day concerned is exclusively set apart for religious observance by the religious body to which the pupil or family belongs, subject to the statutory requirements.

Pupils should not be absent from School without prior permission unless the circumstances fall within an authorised or otherwise permitted category of absence. Parents should notify the School as soon as possible of unexpected absence and provide an accurate explanation.

### **3.7.8 Medical and dental appointments**

Medical and dental appointments should, where possible, be made outside the School day. Where an appointment during the School day is unavoidable, parents should provide appropriate information and the School will record the absence using the correct national attendance code. The School will consider the individual circumstances of pupils with medical needs and make reasonable adjustments where required.

### **3.7.9 Legal intervention**

The School will normally seek to identify and address barriers to attendance through supportive and proportionate intervention before requesting legal intervention.

As an independent School, Bilton Grange does not issue penalty notices under the National Framework for Penalty Notices. Attendance contracts under the statutory framework are also not available to independent Schools.

Where appropriate, and in accordance with the circumstances of the individual case, the School may work with the relevant local authority regarding statutory attendance intervention. This may include consideration by the local authority of a Notice to Improve, penalty notice, prosecution, parenting order or other statutory intervention where the legal requirements are met.

The School will provide relevant attendance information and evidence to the local authority where required and will take account of the individual circumstances of the pupil and family, safeguarding considerations, SEND and disability-related needs and the School's obligations under the Equality Act 2010.

Where a term-time holiday results in unauthorised absence, the School may refer the matter to the relevant local authority for consideration under the National Framework and the local authority's applicable Code of Conduct.

### **3.7.10 Safeguarding, CME and multi-agency working**

Attendance concerns will always be considered alongside wider safeguarding information. Repeated, prolonged or unexplained absence may indicate vulnerability, neglect, exploitation or other safeguarding concerns.

- The DSL will be informed where attendance patterns raise safeguarding concerns.
- The School will follow its safeguarding and child protection procedures where appropriate.
- Where a pupil has a social worker, the School will share relevant attendance information and unexplained absences where appropriate.
- Where appropriate, the School will inform a Youth Offending Team worker of unexplained absences.
- The School will work with the local authority and other partners where multi-agency support is required.

## **3.8 Monitoring attendance including EYFS**

### **3.8.1 Attendance analysis**

The School will undertake regular data analysis to identify and support pupils or pupil cohorts that need additional help and to understand historic and emerging patterns.

- Weekly attendance patterns and trends.
- Frequent individual-level analysis to identify pupils requiring support.
- Half-termly, termly and full-year analysis.

- Patterns by attendance code, day of week, session and, where appropriate, lesson attendance;
- Punctuality and patterns of lateness.
- Whole-School, year-group and cohort benchmarking against relevant local, regional and national information where available.
- The attendance of relevant cohorts, including pupils with SEND, pupils with social workers, looked-after and previously looked-after children, young carers, disadvantaged pupils and other groups where analysis indicates a relevant need.
- The impact of attendance strategies and interventions.
- Reporting to the Board / Proprietor to support challenge, assurance and improvement.

### **3.8.2 EYFS attendance**

Bilton Grange Pre-Prep recognises that regular attendance supports children's learning, development and wellbeing from their earliest years. While attendance is not compulsory for children below compulsory School age, the School actively promotes good attendance habits and works with parents to establish positive routines.

In accordance with the current EYFS statutory framework, the School maintains appropriate attendance and contact records. For children who are not yet of compulsory School age, sessions are booked in advance and parents are expected to inform the School if their child will not attend a booked session. Unexplained non-attendance is followed up on the day to ensure children's safety and wellbeing.

For Reception pupils who have reached compulsory School age, attendance is subject to the statutory attendance requirements described in this policy.

Attendance patterns in EYFS are monitored and concerns discussed with parents. Where appropriate, the School will offer early help and signpost families to relevant services, keeping the child's best interests and safeguarding at the centre of the approach.

### **3.9 Pupil responsibilities**

School attendance is important to attainment, wellbeing and development. Pupils are expected to:

- Be present in person for the duration of each School day.
- Arrive on time and attend all timetabled lessons.
- Not leave a lesson or the School site without permission or otherwise in accordance with School rules.
- Engage with the School's arrangements for recording and managing attendance.
- Provide an honest explanation where absence has occurred.
- Speak to a trusted member of staff if difficulties may discourage or prevent regular attendance.

Persistent lateness or non-attendance will result in proportionate action. This may include support, communication with parents, involvement of other agencies or sanctions under relevant School policies.

### **3.10 Additional needs**

The School recognises that some pupils may find it harder than others to attend. The School will build strong and trusting relationships with pupils and parents and work to remove barriers to attendance.

- The School will make reasonable adjustments where a pupil with a disability would otherwise be placed at a substantial disadvantage.
- The School will consider the provision in an Education, Health and Care Plan and liaise with the local authority where appropriate.
- Support will be considered for pupils with SEND, social, emotional or mental health needs and other health conditions affecting attendance.
- Where barriers are outside the School's control, the School will work with pupils and parents to identify alternative sources of support and consider early help where appropriate.
- The School will consider whether a pupil may be a young carer and, where appropriate, work with the pupil and family to identify support.
- Attendance support will be tailored to the individual circumstances of the pupil rather than relying on a one-size-fits-all approach.

Where a pupil has an Education, Health and Care Plan, the School will communicate with the local authority where attendance falls or where barriers to attendance relate to the pupil's needs.

The School will make a sickness return to the local authority where the statutory conditions for a sickness return are met, including where code I is used and there are reasonable grounds to believe that the pupil will miss 15 consecutive or cumulative School days because of illness, in accordance with the current attendance guidance.

### **3.11 Parent / carer responsibilities**

The law entitles every child of compulsory School age to an efficient, full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to ensure that their child receives that education.

- Parents should ensure that their child attends every day the School is open, except where absence is permitted or otherwise unavoidable.
- Parents should notify the School as soon as possible of any unexpected absence and provide an accurate reason.
- Parents should make requests for leave of absence in advance wherever possible.
- Parents should cooperate with the School when attendance is raised as a concern.
- Parents should maintain current emergency contact details.

- Parents should provide relevant information about medical, SEND, family or other circumstances that may affect attendance so that appropriate support can be considered.

Parents are also bound by the terms relating to conduct and attendance in the parent contract. Failure to ensure attendance or to engage appropriately with the School may amount to a breach of contract or a finding that a parent is treating the School unreasonably.

### **3.12 Training**

The School ensures that regular guidance and training on attendance is arranged at induction and at regular intervals thereafter. Staff and volunteers will understand what is expected of them and have the knowledge and skills required to carry out their roles.

- The importance of good attendance and the possibility that absence may indicate wider circumstances.
- The School's strategies and procedures for tracking, following up and improving attendance.
- The law and requirements concerning the keeping of registers.
- Working with partners to provide more intensive support where needed.
- Interpreting and analysing attendance data.
- Supporting pupils and cohorts to overcome commonly encountered barriers to attendance.

The School maintains written records of staff attendance training.

### **3.13 Information sharing**

Personal information on attendance will only be shared in line with legal obligations, data protection requirements and government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other partners will work together and share information on individual cases where this benefits the pupil, for example with health services where there are medical conditions or with police / other agencies where there are safeguarding or extra-familial harm concerns.

Where appropriate, the School will participate in local authority Targeting Support Meetings or equivalent attendance support arrangements.

The School will make statutory attendance, admission and sickness returns to the local authority as required. Attendance returns will be made at least as frequently as required by the relevant local authority and statutory guidance.

The School will provide information to the Secretary of State where legally required. As an independent School, the School is not required to provide the specific daily pupil attendance data return applicable

to state-funded Schools, but will comply with all other applicable information-sharing and data-access requirements.

Where appropriate, the School will inform a pupil's social worker and/or Youth Offending Team worker if there are unexplained absences.

### **3.14 Record keeping and confidentiality**

All records created in accordance with this policy are managed in accordance with the School's policies on retention and destruction of records.

Information created in connection with this policy may contain personal data. The School's use of personal data will comply with data protection law. The School's privacy notices explain how personal data will be used.

## **4.0 POLICY OWNER**

Assistant Head Pastoral DSL/Senior Attendance Champion. It is ratified by the BG Board.

## **5.0 RELATED POLICIES AND GUIDANCE**

The School has regard to the following current guidance and advice, as applicable:

- Working together to improve School attendance (DfE, July 2026)
- Summary table of responsibilities for School attendance (DfE, July 2026)
- Communicating with parents about School attendance (DfE, updated August 2026)
- Keeping children safe in education (DfE, September 2026)
- Children missing education: statutory guidance for local authorities and Schools (DfE, September 2025)
- Is my child too ill for School? (NHS)
- Supporting pupils with medical conditions at School (DfE)
- Behaviour in Schools (DfE)
- Mental health issues affecting a pupil's attendance: guidance for Schools (DfE)
- Support for pupils where a mental health issue is affecting attendance (DfE)
- Providing remote education: guidance for Schools (DfE)
- SEND Code of Practice: 0 to 25 years

The following School policies, procedures and resource materials are relevant to this policy:

- Safeguarding and Child Protection Policy and Procedures
- Risk Assessment Policy for Pupil Welfare
- Pupil Missing Procedure
- Policy on Special Educational and Additional Needs

- Discipline and Rewards Policy
- Standard Terms and Conditions

## **6.0 FURTHER INFORMATION**

This policy will be reviewed annually, the next review is due in the Trinity Term 2027, or earlier if required by changes in law or guidance.

## Appendix 1 – School arrangements

### A. Key School contacts

| Role                                 | Name / area                   | Contact                                              |
|--------------------------------------|-------------------------------|------------------------------------------------------|
| Senior Attendance Champion           | Mireille Everton              | mje@biltongrange.co.uk • 01788 810217 • 07423 663038 |
| Attendance contact – Pre-Prep / EYFS | Katie Gedye                   | kg@biltongrange.co.uk • 01788 810719 • 07974303708   |
| Safeguarding                         | Assistant Head Pastoral / DSL | Via School safeguarding procedures / CPOMS           |

### B. Registration arrangements

- Morning statutory registration: 8.20am.
- Morning register closes at 8.50am.
- A single statutory afternoon registration time is used for all registered pupils and is published in the School timetable. This time is from 1.45pm to 2.15pm
- The afternoon register remains open for no longer than 30 minutes.
- Additional boarding supper and bedtime registers are maintained for boarding and safeguarding purposes and do not replace the statutory attendance register.

### C. Parent arrangements

- Day-pupil absence should be reported by 8.00am on the first day.
- Boarding-pupil absence should be reported by 5.00pm on the Sunday evening the pupil is due to return.
- Parents should report subsequent absence daily unless otherwise agreed.
- Parents should respond to calls from the School regarding attendance.

### D. Graduated attendance response

| Stage                 | School response                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Expect                | Promote high expectations, clear routines and positive messages about attendance.                                                    |
| Monitor               | Use attendance and punctuality data to identify emerging concerns and monitor patterns.                                              |
| Listen and understand | Talk with the pupil and family to understand barriers, including health, SEND, mental health, family circumstances and safeguarding. |

|            |                                                                                                                                                                                          |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Facilitate | Put appropriate support, reasonable adjustments and signposting in place; work with other agencies where appropriate.                                                                    |
| Formalise  | Use attendance meetings, written plans, targets and regular reviews where concerns persist.                                                                                              |
| Enforce    | Where support is unsuccessful, not engaged with or inappropriate, consider proportionate statutory or contractual action, including local-authority legal intervention where applicable. |

## **Appendix 2 – Admission register**

The School maintains an electronic admission register of all pupils, including pupils of compulsory and non-compulsory School age. The register is maintained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

- The admission register is kept electronically.
- A backup is made at least once each month and retained for the statutory period.
- Every entry is preserved for six years from the day on which the entry was made; backup copies are preserved for six years after the end of the School year to which they relate.
- The register contains the information prescribed by the Regulations, including relevant pupil, parent/carer, admission and previous-School details and, where applicable, boarding status.
- The School makes required new-pupil and deletion returns to the local authority.
- A new pupil return will be made to the local authority within the statutory timescale, normally within 5 days of the pupil joining the School, subject to any statutory exception.
- A pupil's name is deleted only on one of the grounds prescribed by regulation 9 of the 2024 Regulations.
- Where the School notifies the local authority that a pupil's name is to be deleted, the School provides the prescribed information required by law.

## **Appendix 3 – Attendance register**

The School records and monitors attendance of all pupils, including day pupils and boarders, in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

- The attendance register is kept electronically.
- A backup is made at least once each month.
- Every entry is preserved for six years from the date on which the data was entered.
- The statutory attendance register is taken twice daily: once at the start of the morning session and once at the start of the afternoon session.
- The statutory register is taken at the same time for all registered pupils.
- The register is kept open for no longer than 30 minutes on each occasion.
- The appropriate national attendance code is used for each session.
- The School records whether pupils are present, attending an approved activity or absent, using the applicable national code.
- Additional boarding checks at supper and bedtime are maintained separately for safeguarding and boarding purposes.

### **National attendance coding**

The School uses the national attendance codes set out in regulation 10 and the current DfE attendance guidance. Staff responsible for registration will use the current coding guidance and will seek advice from the SAC where the correct code is unclear.

Where a pupil is absent because of illness, code I will be used where the statutory conditions apply. Other codes will be used for authorised leave, approved educational activity, unavoidable causes and unauthorised absence as prescribed by the Regulations.

### **Remote education**

Absence from in-person education remains absence and must be recorded as such. Remote education may be used only in limited circumstances where a pupil is well enough to learn but cannot attend the School site. Where used, it will be agreed with the relevant parties, reviewed within a defined timescale and, where appropriate, form part of a reintegration plan. Engagement with remote education is monitored separately and does not alter the attendance register.

## **Appendix 4 – Procedure for illness**

### **Illness**

Pupils may remain in Medical Bay or may be collected and miss School because of illness. The amount of time required will depend on the severity and nature of the condition.

### **Procedure**

- The School Nurse may grant a period of time in the Main Surgery medical bays, the Pre-Prep surgery, the boarding house medical rooms or arrange for a parent/guardian to collect the pupil where the pupil is clearly too unwell to attend School.
- If staff have concerns that a pupil is unwell, or has a temperature, vomiting/diarrhoea or persistent pain, the pupil should be sent to the Surgery to be assessed by a School Nurse.
- Any pupil who needs to leave a lesson because of feeling unwell must go directly to North Entrance, who will contact Surgery.
- In Pre-Prep, pupils will be assessed by a first aider or School Nurse as appropriate.
- Any pupil accompanying an ill pupil must return directly to their lesson.
- Parents should follow the School's illness and medical guidance and provide accurate information about the reason for absence.
- Where illness-related absence is prolonged or recurring, the School will consider whether additional support, reasonable adjustments or liaison with health professionals and the local authority is required.