

## **HARTSBOURNE GUIDE TO MANAGING SICKNESS ABSENCE**

Occasionally students are too unwell to attend school. When deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day, including PE and playtimes?
- Does your child have a contagious condition that could be passed on to other children or staff?  
(See our website for details of notifiable infections).
- Would you take a day off work if you had this condition?

### **Common conditions**

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you're concerned about your child's health, always consult a health professional.

### **Cough, Cold and Sore Throat**

A child with a minor cough, cold or sore throat may attend school. If these symptoms are accompanied by a raised temperature, shivers or drowsiness, seek medical advice. The child should stay off school until they feel better. If your child has a more severe and long-lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.

### **Raised temperature**

If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they're feeling better.

### **Rash**

Rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

### **Headache**

A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.

### **Vomiting and diarrhoea**

Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

**INFORM THE SCHOOL BY 9.30AM EVERYDAY IF YOUR CHILD IS ABSENT FROM SCHOOL.**  
You can e-mail [parents@hartsbourne.herts.sch.uk](mailto:parents@hartsbourne.herts.sch.uk) or telephone.

By law, only the Head teacher can authorise a child's absence. If your child is frequently absent due to illness the school may request permission to contact your GP for confirmation that they are too ill to attend school. If it becomes clear that your child will be away from school for longer than expected, phone the school to explain this as soon as possible.

Non-explained absences will be followed up – strategies used by the school to do this include texts, e-mails, telephone calls, letters or involvement of the Attendance Improvement Officer.

If your child attends school and feels unwell during the school day the school will contact you and ask you to collect your child. For the safety of the child and others this is not optional and children must be collected by a responsible adult as soon as possible after the telephone call is received.

Thank you for your support.

