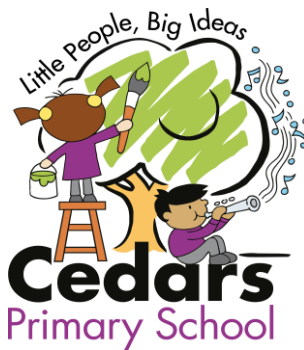


**Headteacher**

Mrs Nicola Truman BA (Hons) QTS NPQH

**Chair of Governors**

Mrs Adeeba Hussain



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14<sup>th</sup> October 2024

Dear Parent/Carer,

**Absences due to illness**

Due to the recent changes made to the 'Working Together to Improve Attendance' government document, we would like to inform you that **schools now have a statutory duty to report any pupil who has missed 15 days of school due to illness within an academic year to the local authority.** The local authority will then decide on the next course of action.

We understand that there are times that pupils are too unwell to attend school. Pupils can still attend school with minor illnesses such as coughs and colds. Often, if medication is given in the morning (such as Calpol), children will feel much better by the time they get to school.

School staff can also administer medication provided a medical form has been completed by parents. Therefore, if they have been prescribed antibiotics, they can return to school as soon as they feel well enough and do not have to wait until they have finished the course of their medication.

We thank you for your continued support.

Yours sincerely,

Mrs N. Truman  
Headteacher

Miss T. Oxendale  
Attendance Lead