



Attendance Policy

Approved By	Local Academy Board
Date Approved	February 2025
Last Revised	January 2025
Review Date	September 2025

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and draws from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#), [2023](#) amendments)

Whilst every student has a right to a full-time education and we have high attendance expectations for all students, we will ensure that the policy is applied fairly and consistently whilst considering the individual needs of students and their families who have specific barriers to attendance. In implementing this policy, we will take into consideration our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

This Attendance Policy is also consistent with other school policies in appendix 3

- Safeguarding policy
- Behaviour policy
- Supporting Students with Medical Conditions Policy

Section 1: Statement of Intent

For a child to reach their full educational achievement a high level of school attendance is essential. We want every child to:

- Attend regularly
- Attend punctually
- Attend ready and prepared to learn including wearing the right uniform and bringing the correct equipment

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents and students play a part in making our school successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents or carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered it is vital that they are at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Good attendance is important because:

Good attendance is essential for students to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Section 2: Roles and Responsibilities

Responsibilities of the Local Governing Body

The Local Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

Responsibilities of the school's attendance leader

A member of the Senior Leadership team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

Responsibilities of classroom staff/form tutor

- Ensure that all students are registered accurately
- Promote and reward good attendance with students at all appropriate opportunities
- Liaise with the attendance leader on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence
- Support students with absence to engage with their learning once they are back in school

Responsibilities of the Assistant Headteacher, Curriculum Learning Tutors (CLT) and Education Welfare Officer

- Build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them
- Monitoring and analysing attendance data, identify early patterns of absence
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about individual students
- Work with education welfare officer to tackle persistent absence
- Regularly analyse attendance and absence data to identify Students or cohorts that require support with their attendance and punctuality, putting effective strategies in place as a school team

- Provide evidence, where necessary, to support special considerations regarding attendance and absence
- Advising the headteacher/head of school (authorised by the headteacher) when a referral is made to Herefordshire Council

Responsibilities of students

- Attend every day on time unless they are ill or have an authorised absence
- Attend every timetabled session on time
- Go to all their registrations and lessons on time
- Take responsibility for registering at the reception desk if they are late or are leaving the school site during school hours.
- Engage positively with any offers of support offered
- If they are having difficulties that may prevent them from attending school, they should speak to their Form Tutor/Curriculum Learning Tutor
- Students should be properly dressed and with the right equipment for the day

Responsibilities of parents/carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. This should be done via the ClassCharts App, telephone or email admin@ludlowschool.com
- Request in writing any planned absences at least 6 weeks in advance
- Only request leave of absence if it is for an exceptional circumstance
- Support the school with their child in aiming for 100% attendance each year
- Provide the school with more than one emergency contact number for their child. School request that parents keep school updated with any change of address and contact numbers (home and work) and names of other family members/friends we may contact if necessary
- Ensure that, where possible, appointments for their child are made outside of the school day. School request that parents support their child's attendance by keeping requests for absence to a minimum and provide evidence to support appointments, failure to do so may result in the absence being unauthorised
- Proactively engage with the support offered to prevent the need for more formal support.

Section 3: Recording Attendance

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session.

Students must arrive in school for tutor time at 8.55am on each school day. The register for the first session will be taken at 9.00am and will be kept open until 9.25am. The register for the second session will be taken at 1.25pm.

The register will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the

amendment See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Lateness/punctuality

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school/lessons is used to give out instructions or organise work. If your child is late, they can miss work time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

The school day begins at 8.55am for tutor time and all **students are expected to be in school by this time and with their tutor by 9.00am, ready to learn.**

All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.

Arrival after the close of registration will be marked as unauthorised absence and coded *U*. This mark shows them to be on site but is legally recorded as an unauthorised absence.

If a student is late due to a medical appointment, they will receive an authorised absence, coded *M* if proof of an appointment is provided. Please be advised that, where possible, doctor and dentist appointments are to be made outside of school hours or during school holidays. Students who are consistently late are disrupting not only their own education but also that of the other students.

Ongoing and repeated lateness is considered as **unauthorised absence and will be subject to legal action.**

Parents, guardians or carers of students who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a referral may be submitted to Herefordshire council who may initiate legal proceedings.

Section 4: Reporting Absence

First day absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent, you must contact us as soon as possible on the first morning of absence before 9am on the day of the absence and each subsequent day of absence and advise when they are expected to return. If your child is absent, we will:

- telephone and/or email you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child’s safety as well as their regular school attendance;
- possibly do a home visit
- invite you in to discuss the situation with a member of the attendance team;
- Where a child is on a child in need plan or looked after contact will be made with the relevant social worker on day 1.

Third day absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family. At this point we may carry out a home visit to ensure the well-being of the child.

Tenth day absence

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is *at risk of missing*. Children’s Services staff will visit the last known address and alert key services to locate the child. It would be helpful if you could ensure that we always have an up-to-date contact number.

Continued or ongoing absence

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as *persistent absentees*. Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education. Any student who is persistently absent will be monitored and put on an action plan, if required. CLTs and the EWO will meet with students, and their families whose attendance cause concern. Where necessary, home visits are made to discuss ways attendance could be improved and the barriers that may need removing: This could include:

A welcome back

It is important that on return from an unavoidable absence all students are made to feel welcome. This should include ensuring that the student is helped to catch up on missed work and brought up to date with any information that has been passed to the other students.

Section 5: Requesting a Leave of Absence

Amendments to school attendance regulations were updated and enforced from September 2013: The Education (Student Registration) (England) Regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all.

The fundamental principles for defining *exceptional* are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holidays will not be authorised.

Parents/carers wishing to apply for leave of absence need to write to the headteacher 6 weeks in advance and before making any travel arrangements. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. School may request supporting evidence.

Any absences taken prior to the request date and following the request date will be unauthorised unless evidence is received to support the absences. If the headteacher does not authorise the absence and parents still choose to take their child on holiday, this will be deemed an unauthorised absence. As a result, a referral may be submitted to Shropshire Council, who may initiate legal proceedings in line with their code of conduct.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

Section 6: Understanding Types of Absence

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.
This includes:
 - parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday. Parents will be notified in writing.

If the authenticity of an illness is in doubt, the school may ask the student’s parent/carer to provide medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in writing.

Section 7: Supporting Attendance

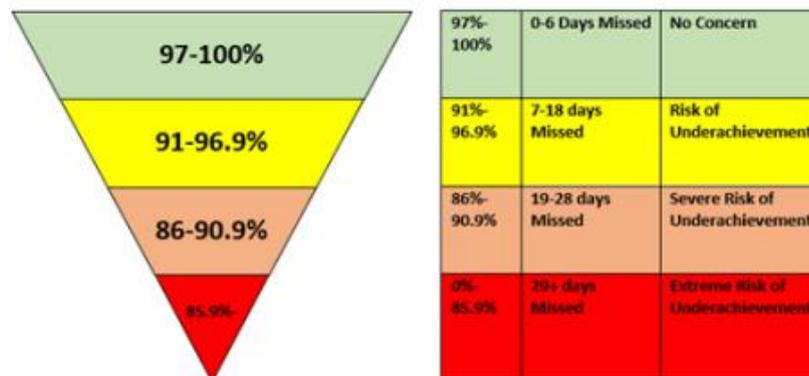
Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- provide information on all matters related to attendance on our website
- report to you 3 times a year on how your child is performing in school
- report 3 times a year attendance and punctuality rates and how this relates to their attainments
- share current attendance through our school app
- celebrate good attendance with individuals
- reward good or improving attendance through year groups
- set targets for the school

A child cannot learn if they are not in school. Frequent absence disrupts continuity in learning. Children with poor attendance tend to achieve less in school.



My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Contact your child's tutor/CLT immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Further support can be accessed from the Department for Education's **Working Together to Improve Attendance** document.

School strategies for supporting attendance

As a school we encourage good attendance through a range of strategies including:

- Listening to parents and students, building positive relationships
- Ensuring that good attendance is high profile in school through sharing daily/weekly data
- Letters to parents to stress the importance of good attendance
- Encourage positive engagement with support services
- Ensuring that good attendance is high profile in school through sharing daily/weekly data
- Being considered as an Ambassador in Year 11
- Celebration Postcards
- Tutor group attendance celebration
- Prom eligibility (Year 11 only)

When attendance falls below expected levels for the school the following early interventions will take place:

1. Attendance is examined daily for daily absence
2. Weekly attendance analysis by SLT
3. Weekly attendance analysis by CLT
4. Daily input from form tutor
5. Attendance meetings with parent / carers and student
6. Work with at risk students
7. Work in partnership with parents by developing tailored attendance plans

Section 8: Legal Measures for Tackling Poor Attendance

Referrals to Shropshire Council

In education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal measures for tackling persistent absence or lateness

We will use the full range of legal measures to secure good attendance. Legal measures will only be considered when there is unauthorised absence and:

1. the child or family do not require the support from any agency to improve the attendance
2. the child or family has failed to engage with help and support and parents are complicit in the child's absence.

The following legal measures may be used for students of compulsory school age who are registered at a school and the decisions are made by Herefordshire Council in accordance with their code of conduct:

- **Parenting contracts**
- **Penalty Notices**
- **Education Supervision Orders**
- **Prosecution**

The decision on whether to refer to Shropshire Council ultimately rests with the Headteacher. This may take into account:

- a number of unauthorised absences occurring within a rolling academic year
- Irregular attendance, such as holidays taken in term time without permission
- where an excluded child is found in a public place during school hours without a justifiable reason

Shropshire Council will prosecute.

Section 9: Use of Data

Students' attendance will be monitored and may be shared with Shropshire Council and other agencies if a students' attendance is a cause for concern in accordance with the General Data Protection Regulation 2018. On a regular basis the Senior Leader responsible for attendance, in conjunction with the attendance team, heads of house and pastoral team.

Data	Regularity	Provided to
Daily registers	Daily	Attendance Officer
Weekly registers	Weekly	Attendance Officer, Senior Leader, CLT, tutor
Individual learner % attendance data	Weekly	Attendance Officer, CLT, tutor
3+ day absence	Weekly	Senior Leader, CLT Attendance Officer
Less than 95% attendance lists	Weekly	CLT, Senior Leader, Attendance Officer

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least three years. Computer registers will be preserved as electronic back-ups. Student's attendance will be monitored and may be shared with Local Authority and other agencies if a student's attendance is a cause for concern.

Section 10: Internal Truancy

Any sudden absences that occur during the day will be reported to the school office. If a student leaves the school premises the parents will be contacted and it is their parental responsibility to return their child to school.

Section 11: Children Missing Education

When students leave school and no information regarding their new school/placement has been received by school and/or parents/carers cannot be contacted, the school has a duty of care regarding safeguarding and must contact the Local Authority to advise of this situation. This means the Local Authority has a legal duty to investigate, which will include liaising with social care, police and other agencies to track and locate the student. Parents who give the new school details of the student's new school and location avoid unnecessary investigations and concern.

Section 12: Key Contacts

[School contact details for reporting absence](#)

- ClassCharts App
- Telephone: 01584 872691
- Email: admin@ludlowschool.com

It is paramount that parents/carers keep school updated with all new contact details and changes of address. This includes sharing work telephone numbers with us when moving to a new job. This is to ensure we can contact you in an emergency.

Please refer to our school website for updates regarding health and further supporting information.

Appendix 1: DfE Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
K	Education Provision organised by Local Authority	Student is attending a place, other than the school, for an education provision arranged by the Local Authority
D	Dual registered	Student is attending a session at another setting where they are also registered
J1	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Authorised LOA – participation in regulated performance or employment abroad	Student is undertaking employment (paid or unpaid) during school hours
C2	LOA for a part-time timetable	Student is subject to an agreed part-time timetable
E	Suspended or Permanently Excluded	Student has been excluded but no alternative provision has been made
I	Illness	School has been notified that a Student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 Student is on study leave during their public examinations
T	Parent travelling for occupational purposes	Student is a mobile child and their parent(s) is travelling in the course of their trade or business and the Student s travelling with them
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school

N	Reason for absence not yet established	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absent in other or unknown circumstances	School is not satisfied with reason for Student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Q	Unable to attend – access arrangements	Student is unable to attend school because LA has a duty to make access arrangements to enable Student’s attendance and has failed to do so
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or Student is in custody
Y1	Unable to attend – transport not provided	Student is unable to attend because transport normally provided by school or LA is not available
Y2	Unable to attend – widespread travel disruption	Student is unable to attend due to widespread travel disruption caused by a local, national or international emergency
Y3	Unable to attend – part of school premises closed	Part of the school’s premises is unavoidable out of use and the Student is one of those who school considers can’t be accommodated in the parts of the school that remain in use
Y4	Unable to attend – unexpected whole-school site closure	Where the school was planned to be open but is unexpectedly closed
Y5	Unable to attend – criminal justice detention	Student unable to attend because they are: <ul style="list-style-type: none"> - In police detention - Remanded to youth detention, awaiting trial or sentencing - Detained under sentence of detention

Y6	Unable to attend – public health guidance/law	<p>Student’s travel to or attendance at school would be:</p> <ul style="list-style-type: none"> - Contrary to any guidance published by the Secretary of State for Health and Social Care - Prohibited by any legislation relating to incidence or transmission of infection or disease <p>Unavoidable cause that is not covered in previous Y codes and prevents Student from attending</p>
Y7	Unable to attend – other unavoidable cause	
Z	Prospective Student not on admission register	Register set up but Student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

Appendix 2: Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances



Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Headteachers can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. A family holiday would not be deemed an exceptional circumstance.

Full name of child(ren)	Address:
_____	_____
_____	_____
_____	_____
Reason for application and dates _____	

Parent's forename _____	Surname _____
Parent's forename _____	Surname _____
Signature of parent(s)/carer(s) _____	Date: _____
The headteacher may take into account:	
<ul style="list-style-type: none">• It is highly unlikely that the event will occur again in a child's school life• It is necessary for the child to be in attendance at the event• The event cannot be organised outside of the school term• Taking part in the event will be of greater value to the child than attending school	

Office use only	
<input type="checkbox"/> Authorised	<input type="checkbox"/> Unauthorised
Signed(Headteacher) Date:	
WARNING	
If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:	
<ul style="list-style-type: none">• Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time• The headteacher has refused the request but the absence occurs anyway; or• A pupil has not returned to school by the agreed date with no satisfactory explanation	

A copy of this form will be kept on the child(ren)'s file

Guidance for schools

On September 2013, there was a change in the School Attendance Regulations. Where there used to be the option for Headteachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' of up to ten days in a year, this has been removed.

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance, and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

- It remains a discretionary power of the Headteacher to authorise leave of absence.
- Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within the school.
- Leave of absence will not be granted retrospectively.
- Leave of absence can only be authorised by the school that the child is attending.

Leave of absence can never be authorised in the following circumstances:

- For the first term of reception, year 3 and year 7 (i.e. transition periods)
- For year 11 students
- During examination periods

- Each request for leave of absence will be considered individually and factors to be taken into consideration should include:
 1. The child's previous attendance history. Children with less than 90% attendance are deemed as of concern by the EAS.
 2. The child's stage of education.
 3. The nature of the exceptional circumstances.

Procedure

- Parents/carers complete a request for leave of absence form (HT1) and return it to the school for consideration.
- Parents/carers are informed of the school's decision (within 5 working days).
- If the absence is not to be authorised, the **EWO must receive a copy of this communication with the parents/carers at the same time** - in such cases a formal Warning may be served.
- If a Warning has been served and the absence is taken and the conditions are in line with the Code of Conduct, a Fixed Penalty Notice (PN) will be served.
- If the PN is not paid, the Council will prosecute for the absence under the Code of Conduct Regulations.

Appendix 3: Education Participation Age, Child Employment and links to other policies

Education Participation Age

The Hereford Church of England Academy want to support all our students to be successful and leave with future learning and career prospects. The information that school provides regarding a young person's reliability and punctuality are the most important part of any reference as far as prospective colleges and employers are concerned.

It may well affect a student's ability to secure future employment, education, or training. The education participation age has now been raised to 18 years. This does not mean young people must stay in school. They will get to choose from:

- Full time education (e.g. at a school or college)
- An apprenticeship or traineeship
- Part time education or training combined with one of the following:
- Employment or self-employment for 20 hours or more a week
- Volunteering for 20 hours or more a week

Child Employment

Businesses intending to employ children are required to apply for a child employment permit. The Local Authority may turn down a request for a permit if a child has a poor attendance record at school. Further details can be found at: <https://www.gov.uk/childemployment/minimum-ages-children-can-work>.

Links with other Policies

This policy links to the following policies:

- Safeguarding Policy
- Behaviour policy
- Supporting Students with Medical Conditions Policy

Appendix 4: Additional Support

Additional Support can be found from the following sources:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

[Back to school week – Everything you need to know about school attendance - The Education Hub \(blog.gov.uk\)](https://blog.gov.uk)