**Notification of Pupil Absence: 15 consecutive or cumulative days absence using Code I only**

Schools are legally required to notify the local authority where pupils are coded I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Only one sickness return is required for a continuous period of sickness in a school year. This is to help the school and local authority to agree any provision needed to ensure continuity of education for pupils who cannot attend because of health needs, in line with the statutory guidance on arranging education for children who cannot attend school because of health needs.

In cases of both long term physical or mental ill health, school staff are not expected to diagnose or treat physical or mental health conditions, but they are expected to work together with families and other agencies with the aim of ensuring regular attendance for every pupil.

Medical evidence for recording absences should only be needed in a minority of cases (see Code I).

Where a pupil’s health need means they need reasonable adjustments or support because it is complex or long term, schools can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with the statutory guidance in supporting pupils at school with medical conditions - <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Or arranging education for children who cannot attend school because of health needs - <https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

This form is designed to assist schools comply with their responsibilities. You may receive a follow-up call or email from a Local Authority Attendance Officer if further action is required.

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| Academy/School: LA number: |

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| Pupil Name: UPN: |

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| Date of Birth: Year Group: Ethnicity: |

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| Home Address |

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| Parent names and contact details. |

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| Details of absence: **Please attach print out of pupil’s Attendance Register****Please state what actions school are taking to address attendance concern:**  |
| **Actions Taken:** | **Date and Outcome:** |
| Facilitated relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue. |  |
| Considered adjustments to practice and policies:* to help meet the needs of pupils who are struggling to attend school,
* as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability - [Disability rights: Education - GOV.UK (www.gov.uk)](https://www.gov.uk/rights-disabled-person/education-rights)
* Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.

If so, what reasonable adjustments have been put in place? |  |
| Considered whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.  |  |
| Made use of school nursing services and mental health support teams where they are available. |  |
| Considered whether additional support from other external partners (including the local authority, children and young people’s mental health services, GPs or other health services) would be appropriate and made referrals.Please confirm what referrals have been made and any response or involvement, if relevant.  |  |
| Where external support is provided work together with those services to deliver any subsequent support. If working with external services, what support plans are in place? |  |
| **For pupils with special educational needs and disabilities, schools are expected to:**Work in partnership with parents/families:* to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the pupil’s education, health and care plan is accessed.
* to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
* To establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
* to consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.
* to ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate.
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| **Does the child have an EHCP?** |  |
| • Where possible agree adjustments to its policies and practices that are consistent with the special educational provision set out in the education health and care plan in collaboration with parents. • Where needed work with the local authority to review and amend the education health and care plan to incorporate the additional or different attendance support identified |  |

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| **SAFEGUARDING – PLEASE NOTIFY THE MULTI-AGENCY SAFEGUARDING HUB (MASH) IMMEDIATELY IF YOU HAVE SAFEGUARDING CONCERNS FOR THIS CHILD:** **Any Other Actions taken by the school to address absence.** |

School contact:…………… Tel/email address: ……………………………

Date Local Authority informed: ………………………………

**Please return to the Area Attendance Duty Team using secure email system - Schools or Herts FX to:**

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| --- | --- |
| **West Area** | **East Area** |
| AttendanceDutyWest@hertfordshire.gov.uk**West Area: Watford, Three Rivers, Hertsmere, Dacorum and St Albans** | AttendanceDutyEast@hertfordshire.gov.uk**East Area: North Herts, Stevenage, East Herts, Broxbourne and Welwyn Hatfield** |