



Altarnun Primary School

Part of the Athena Learning Trust

10th January 2025

Dear Parent/Carer,

At Altarnun Primary School, we understand that there are times when pupils may be too unwell to attend school. We are committed to working closely with families to ensure that every child has the best opportunity to thrive in their education.

We would like to inform you that schools are legally required to report to the local authority any pupils who have been absent for more than 15 school days due to sickness.

15 Day Sickness Absence Reporting

Notification of Pupil Absence: 15 consecutive or cumulative days absence (Code I only)

Schools are legally required to notify the local authority where pupils are coded 'I' (illness) and there are reasonable grounds to believe they will miss 15 days consecutively or cumulatively, due to sickness. This applies to both short-term and long-term absences. Please note that only one sickness return is needed for a continuous period of sickness in a school year. This process helps schools and the local authority coordinate and agree on any educational provisions required to ensure continuity of education for pupils unable to attend due to health needs, in line with the statutory guidance on arranging education for children who, due to medical needs, cannot attend school.

In cases of both long term physical or mental ill health, while school staff are not expected to diagnose or treat health conditions, they are expected to work alongside families and other agencies to ensure every pupil has the opportunity to attend school regularly. Medical evidence for recording absences should only be needed in a minority of cases.

Where a pupil's health needs are complex or long-term, and reasonable adjustments or additional support is required, schools may seek medical evidence to better understand the needs of the pupil. This will help in identifying the most suitable provision, in accordance with statutory guidance on supporting pupils with medical conditions. Gov.uk guidance about this, and arranging education for children who cannot attend school because of health needs.

If you have any concerns or need further clarification, please do not hesitate to contact the school office.

Thank you for your continued support

Yours sincerely

Christina Medland
Principal