

## Absence Procedures

*If your child is going to be absent from school, then you must inform the school and follow the correct procedures, below.*

### Reporting Absence

- *All absences must be reported before 10am **each day**. (The absence line is automated and available 24 hours a day). Illness is authorised at the discretion of the school.*
- *If you know your child is going to be absent please let us know in advance. Contact the Attendance Officer (details below).*

Absence line: 01570 422214

School Attendance Officer: Mrs Mair Evans

Email: [gweinyddu@bropedr.ceredigion.sch.uk](mailto:gweinyddu@bropedr.ceredigion.sch.uk)

### Returning to School

- *On return to school following 5 or more days of absence, medical evidence must be handed in to Hafan or the Reception. If evidence is not received after one week, the period of absence **will not** be authorised.*
- *A 'Return to School' meeting may be arranged in order to ensure your child is aware of the support available in school to help them reduce the impact absence can have on their learning.*

### Authorisation of Absence

- *Teachers predict levels of achievement based on an expected attendance level of 95%. Pupils with poor attendance rarely achieve their potential grades.*
- *Absence of 5 or more days must be supported by medical evidence or 'Home Visit'. Absence of 5 or more days without supporting medical evidence **will not** be authorised.*
- *Unauthorised Absence may lead to a Penalty Notice from the Local Authority.*
- *We operate a 1<sup>st</sup> then 3<sup>rd</sup> day calling system in order to advise and support parents/pupils during periods of illness.*

## **Please Note:**

Pupils who accumulate 2 or more episodes of illness, in any half term, may be asked to provide medical evidence for **ALL** subsequent absences.

### **Examples of Authorised Absence**

- *Hospital or dental appointment (evidence required).*
- *College/Employment Interview (evidence required).*
- *Funeral (1 day only).*
- *Illness of less than 4 days (unless medical evidence has been requested).*
- *Illness of 5 or more days WITH medical evidence or Home Visit.*
- *Emergency Doctor or Dental appointments (evidence required).*

**Routine appointments should be made outside of school hours.**

### **Examples of Unauthorised Absence**

- *Leave of Absence **NOT** approved by school e.g. Holidays.*
- *Absence **NOT** reported on the day or supported by an explanation within a day of returning to school.*
- *Absence of 5 or more days **WITHOUT** medical evidence.*
- *Arriving late after registration has closed.*
- *Truancy (both internal and external).*

### **Examples of Medical Evidence**

- *Medical Appointment Card confirming attendance.*
- *Medical Appointment Letter.*
- *Copy of Prescription showing name and date.*
- *Medication with Pharmacist's label showing name and date.*
- *Declaration from GP.*
- *Hospital discharge letter.*

*A 'Home Visit' may be required if medical evidence is unavailable for absence of more than 3 days. Authorisation of absence will then be at the discretion of the visiting officer.*

*Absence of 5 or more days may also be followed up with a 'Home Visit' in order to ensure the safeguarding of children absent from school.*

### **Support is Available**

Special arrangements can be made to help your child remain in school during periods of illness or injury:

- *Medication can be held in school.*
- *Pupils with mobility difficulties can leave classes early.*
- *A 'buddy' system can be used, where friends can support pupils.*
- *Care in 'Hafan' can be provided.*
- *Appointment with the School Nurse.*
- *A 'Return to School' meeting may be arranged to discuss concerns or support.*

**Please contact the Attendance Officer to discuss any concerns you have or support you require. Alternatively you can contact the Assistant Head responsible for attendance, Mr Deiniol Williams, to discuss any concerns.**