Appendix 6: The Coppice's absence of children (due to illness) procedure:

1st day of child's absence:

Parents/Carers **must** contact the school with the reason for absence by phone (via the school absence line) on 01564 826 709. This should be by 9.00 am when registers close. Alternatively, a text or written letter can be sent to school.

Before keeping your child off school, please refer to the NHS guidance: 'Is my child too ill for school?' available on the school website and in the Absence Policy and Guidance document (also available on the website).

School will mark all explained absences as 'authorised' and all unexplained absences as 'unauthorised' in the first instance.

If no contact from a parent/guardian is received, a text will be sent (or phone call made) from school requesting an explanation for the absence.

Where contact is then made, and there is a satisfactory explanation given for the absence, it will be 'authorised'. If the explanation is deemed to be unsatisfactory, the absence will be 'unauthorised'.

In cases where a child's attendance is below 90% (Government Threshold for Persistent Absence), medical evidence for the absence may be requested e.g. doctor's appointment card, copy of a prescription or photo of a medicine bottle (with the child's name and date clearly visible). Without this, the absence will most likely be recorded as 'unauthorised'.

Subsequent Days of absence:

Maintaining contact with school throughout the absence is required. Parents will be phoned if this does not happen and further absences unauthorised.

1st day of return to school:

A letter is provided stating the reason for the absence **IF** no previous explanation has been given or contact couldn't be made. The Class Teacher will retain a copy of this letter in their manual register.

By 2 weeks after the period of absence:

Parents **MUST** have given an explanation for the absence. If a satisfactory explanation or evidence are provided, the absence may be changed to 'authorised'. If not, the absence will be recorded as 'unauthorised'.

Further unexplained or prolonged absences are followed up by the Deputy Head: Billy Hutt or The Coppice Educational Welfare Officer (EWO): Karen Woodyatt who regularly check registers and monitor children's levels of attendance. A meeting with parents/carers to discuss issues may be arranged.

Prolonged, unexplained absences and poor levels of attendance may be referred to and investigated by the Education Investigation Service (EIS) and some cases may be put forward for prosecution.