

## EXAMPLES OF MEDICAL EVIDENCE

- Medical Appointment Card confirming attendance
- Medical Appointment Letter
- Copy of Prescription showing name and date
- Prescribed medication with Pharmacist label showing name and date
- Unfit for School declaration from GP/ Consultant
- Hospital discharge letter

## HOME VISITS

A Home Visit may be conducted for a number of reasons, including:

- Unreported or unexplained absence of any length
- 2 days of illness, or more, without medical evidence
- 4 days of illness, or more, with medical evidence
- Absence prior to or following a school closure or Leave of Absence, including family holidays
- At the request of Safeguarding, Child Protection or Welfare Staff

It may sometimes be necessary to conduct Home Visits during school closures.

We are required to report continued, persistent and unauthorised absence to the Local Authority in order to safeguard children missing education in accordance with Statutory Guidance September 2018.

## 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 and administered in school. A Consent Form must be signed by parent/carer
- A Healthcare Administrator is available throughout the school day in our fully equipped Medical Suite
- A flexible timetable may be arranged temporarily if necessary
- 'Leave Lesson Early' & 'Lift' passes are available for students with mobility difficulties ie., plaster casts, crutches etc
- Transport can be arranged, short term, to escort students with temporary mobility difficulties into school
- Use of the Supported Learning Centre for temporary withdrawal from lessons
- The Attendance Team may contact parent/carers to offer advice or support to help students continue their education during times of ill health or reduced mobility

Please contact the Attendance Officer to discuss any concerns you may have or support you may require.

Alternatively, you may contact the **Education Welfare & Attendance Manager** to discuss this procedure.

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The Radclyffe School  
"Working Together for Excellence"

# Absence Authorisation Procedures

**THE GOVERNMENT HAS ANNOUNCED ALL STUDENTS ARE EXPECTED TO ATTEND SCHOOL.**

**PLEASE SUPPORT YOUR CHILD'S EDUCATION BY ENSURING THEY ATTEND SCHOOL REGULARLY, AVOIDING UNNECESSARY ABSENCE.**

## Useful Contact Information:

Absence Line: 0161 622 3200  
Attendance Officer: 0161 622 3203  
Medical Administrator: 0161 622 3214  
Email: [admin@theradclyffeschool.co.uk](mailto:admin@theradclyffeschool.co.uk)  
MY Ed: [www.myedschoolapp.com](http://www.myedschoolapp.com)  
Website: [www.theradclyffeschool.co.uk](http://www.theradclyffeschool.co.uk)



## GENERAL INFORMATION

All students are expected to maintain 97% attendance, or above, throughout the year.

Holidays and family events **MUST** be arranged during school closures as students are **NOT** entitled to holidays during term time.

Illness reported by parent/carers is authorised at the discretion of the school.

Absence of 4 or more consecutive days *without* supporting medical evidence or a Home Visit will not be authorised\*.

\*Unauthorised Absence may then be subject to a Penalty Notice from the Local Authority.

A Penalty Notice can be issued for 10 or more sessions of unauthorised absence/lates (including family holidays in term time). Oldham Local Authority prosecute parent/carers if Penalty Notices are unpaid.

We operate a '2nd or 3rd day call' system. A courtesy call will be made in order to advise and support parents/students during periods of absence/illness.

We expect all students to be punctual and arrive in good time to attend their PLG session which starts a 8.35am prompt.

**PLEASE SUPPORT YOUR CHILD IN ENSURING THEY ARE IN SCHOOL FOR 8.30am**

Students who fall below 97% or accumulate 2 or more episodes of illness of any length, in any half term, will be monitored and may be asked to provide medical evidence for ALL subsequent absences.

## REPORTING ABSENCE

- All absences must be reported before 10am each day. (The absence line is automated and available 24 hours a day **0161 622 3200**). If you know your child is going to be absent in advance please let us know as soon as possible. Contact the Attendance Officer on **0161 622 3203**.
- You can also reply to the Absence Alert text message sent on each day of unreported absence (please ensure we have up-to-date contact information in order to receive this important message).
- Download the MyEd App at [www.myedschoolapp.com](http://www.myedschoolapp.com)
- Written explanation of absence can be handed in at Student Reception on return to school.
- COVID-19 Absence will be dealt with in accordance with current DfE recommendations.

## APPOINTMENTS DURING THE SCHOOL DAY

Please do not arrange appointments during the school day. However, if absolutely necessary please send evidence of the appointment into school with your child on the day of the appointment. Year Managers will sign the document to enable your child to sign out at Student Reception.

The Radclyffe School  
0161 622 3200

## EXAMPLES OF AUTHORISED ABSENCE

- Hospital or Orthodontist appointments supported by appointment letter
- College/Careers/Employment Interview (evidence required)
- Funeral (1 day for immediate family only)
- Illness of up to 3 days (unless medical evidence has been specifically requested)
- Illness of 4 days or more supported with medical evidence and/or a Home Visit
- Emergency Doctor or Dental appointments (Evidence Required) \*Routine appointments should be made outside school hours
- Religious Observance—**1 Day only** may be claimed. Parent/carers MUST inform school to confirm. (Such absence will affect your child's attendance percentage)

## EXAMPLES OF UNAUTHORISED ABSENCE

- Leave of Absence NOT approved by the school (including family holidays)
- Absence/Illness prior to or following Leave of Absence (including family holidays)
- Absence NOT reported on the day or supported by written explanation upon return to school
- Absence of 4 or more days WITHOUT medical evidence or Home Visit
- Reported Illness NOT accepted by the school or authorised by the visiting officer
- Failure to attend Disciplinary Placements
- Absence/illness prior to or following Religious Observance
- Arriving late after registers have closed
- Truancy (internal & external)