



## **Absence**

In line with our Attendance Policy we are required to ensure we safeguard all our pupils when it comes to attendance.

It is a parent's responsibility to notify school, if they are going to be absent, as soon as possible, on the first day of their absence.

In line with guidance issued, school will follow the below procedure:-

- All parent/carers will be expected to supply school with at least 3 contact numbers for themselves, relatives or close friends.
- In the event that a child is absent from school and a parent/carer does not contact school by 9am on the day of the absence, then school will attempt to make contact by calling the 3 numbers on file in order. If contact can only be made with a relative or friend, then they will be asked to contact the parent/carer on our behalf and call school back to confirm that they have done so and supply a reason for the child's absence.
- If no contact can be made, then school staff will conduct a home visit, in order to contact the parent/carer and ascertain a reason for the child's absence.
- If no contact can be made at home from the home visit, then the Police will be notified and a request will be made for them to conduct a welfare check.

As you can see it is very important that you supply school with at least 3 up to date contact numbers and that you ensure someone is always contactable.

**It is extremely important that you notify school of a child's absence, as soon as possible, on the day that they are absent, to prevent the above procedure being carried out.**

## **Medical Appointments**

Russell Hall's policy is, if your child has any **routine** medical appointments, eg dentist, doctors, eye tests etc, we would always encourage you to make these appointments outside of school hours or in the school holidays. We understand your child may have ongoing appointments for treatment, these appointments may have to be attended during term time.

Should your child attend any such appointments during term time, these would be recorded as a "medical appointment" as long as an appointment card/letter was shown. Failing to provide evidence of the appointment, the absence would be classed as "unauthorised".