

EXAMPLES OF MEDICAL EVIDENCE

- Medical Appointment Card confirming attendance.
- Medical Appointment Letter.
- Copy of Prescription showing name and date.
- Prescription medication with Pharmacist label showing name and date.
- Unfit for School 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.

Absences 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 and administered in school. A letter of authorisation will be required from parent/carer.
- 'Leave Lesson Early' 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.
- A Medical Administrator is available throughout the school day in our fully equipped Medical Suite.
- A NHS School Health Nurse is available by appointment.
- A 'Back to School' meeting may be arranged to discuss concerns and support.

Please contact the Attendance Officer or your child's Head of Year to discuss any concerns you may have or support you may require.



Absence Authorisation Procedures

Useful Contact Details:

Switchboard: 0151 230 2570
Absence Extension Number: 407

Email
attendance@theacademyofstnicholas.org.uk

Attendance Officer:
maddockse@theacademyofstnicholas.org.uk

ABSENCE AUTHORISATION

Achievement predicted by teaching staff is based on an expected attendance level of 97%. Students with poor attendance rarely achieve their potential grades.

Absences of 5 or more days must be supported by medical evidence or a home visit.

Absences of 5 or more days without supporting medical evidence **will not** be authorised by the Academy.

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

We operate a '3rd Day Calling' system in order to advise and support parents/students during periods of illness.

Please Note:

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

REPORTING ABSENCE

- All absences must be reported before 9.30am each day. (The absence line is automated and available 24 hours a day). Illness is authorised at the discretion of the Academy.
- If you know your child is going to be absent please let us know in advance. Contact the Attendance Officer on extension 407 or complete the Absence Notes page in the student planner. This must be shown to the Form Tutor in advance.
- You may also reply to the Absence Alert text message sent to you each day of unauthorised absence (please ensure we have up-to-date mobile phone numbers in order to receive this message).
- Written notification giving details of absence can be handed in at Student Reception or to the appropriate Head of Year on returning to school. Please ensure your child's name, address, year group and the date of absence is on the written notification.

RETURNING TO SCHOOL

On their return to school your child may have a 'Return to School' interview with a member of staff to ensure your child is aware of the support available to them.

EXAMPLES OF AUTHORISED ABSENCE

- Hospital or Orthodontist appointment (evidence required).
- College/Careers Connect/Employment Interview (evidence required).
- Funeral (1 day only).
- Reported 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 Academy.
- Absence NOT reported on the day or supported by written explanation upon return to school.
- Absence of 5 or more days WITHOUT medical evidence.
- Routine Doctors/Dental appointments.
- Arriving late after registers have closed.
- Truancy (both internal and external).