

ATTENDANCE at GREENFIELDS

It is Parents and Carers responsibility to contact the school office whenever your child is absent.

This is a safeguarding issue so that all parties know that your child is safe. Wherever possible, this should be done before 8.55am and can be done in the following ways:

School Gateway message (stating the reason)

Phone call

Email to office@greenfieldscps.kent.sch.uk

If we do not hear from you about an absence, we will:

Send a School Gateway message asking for a call to school to notify and confirm the reason for absence.

If there is no response by 10.45am, we will telephone the first name on the contact list.

If there is no response we will ring all the numbers on the contact list, until a reply is received.

If we still have had no response, we will send a second School Gateway message and a home visit may be made, by either school staff or other agencies working with the family. If there are further Safeguarding concerns for the absent child, we may contact the Local Authority Safeguarding team and possibly seek support from the Police.

Illness

If your child is absent due to illness, Parents and Carers must contact the school to explain this.

Any illness absence of 5 days (10 sessions) or more requires Medical Evidence for it to be authorised.

If Medical Evidence is not provided, the absences will be recorded as unauthorised, and a Penalty Notice may be requested.

If your child is regularly off school due to illness over a longer period, we will contact you and request Medical evidence be provided for every future illness absence (Kent Local Authority (LA) 2017)

What do we mean by 'Medical evidence?' (Kent Local Authority (LA) 2017)

You could use of any of these to explain the absence:

- A new or up to date prescription,
- Named Medication documents/labels,
- GP appointment card
- Screen shot evidence of online GP consultation
- Evidence of phone consultation with GP
- GP's cannot charge for an electronic printout of medical appointments. You can take pictures of the check-in-screen at the GP surgery, or screenshot any appointment, reminder, text message/emails.

All Medical evidence requests continue from last term. Families will be sent reminders this week.

The full school attendance policy is available on our website.