

ATTENDANCE GUIDELINES

NOTIFY SCHOOL

If your child is too unwell to attend school, it is important you notify us as soon as possible. This can be done one of 3 ways and we should be updated each day of absence:

- Call school on 01664 565456, selecting Option 1
- Email office@swallowdale.bepschools.org
- Use the new **Log Absence** feature in the Attendance section of the Arbor app
(at present this can only be used to notify us of absence on the same day)

WHAT WE NEED TO KNOW

When leaving a message on the answer machine, or emailing the office, please ensure you give your child's full name and class.

We also need to know what your child's symptoms are, i.e., cold, high temperature, upset stomach etc. Please do not just state that they are poorly as we will need to clarify symptoms in accordance with monitoring procedures.

If an absence reaches 5 school days, you will be asked to provide medical evidence to enable us to continue to authorise the absence.

EXPECTATIONS

If a child is unable to attend school due to sickness or diarrhoea, they cannot return until 48hrs after the last instance.

Once your child is well enough to return to school following an illness; we are able to support by administering prescribed (for the duration of the prescription) and over the counter medicines (for up to 3 consecutive days) in school. Medicines should be handed in at the office to enable the correct paperwork to be completed.

MEDICAL APPOINTMENTS

If your child needs to attend a medical/dental appointment during the school day, please email office@swallowdale.bepschools.org. The email should contain an attachment with a picture/ screenshot of the letter or text message confirmation of the appointment.

Your child is expected to attend school before/after their appointment. We are only able to authorise the absence for the duration of the appointment along with travel time. Please speak to the office if your circumstances require a longer than usual journey time.

FURTHER SUPPORT

For further support with any attendance queries, including requesting leave for exceptional circumstances, please speak to Mrs Kirk, who is our Attendance Lead in school.