

Dear HPPS families,

Thank you for engaging with our attendance relaunch this week and for reading the information we are sharing. Securing good attendance is a partnership between school and home and we really value your support.

This email contains information and guidance about sickness absences and appointments.

Absence from school

In order to safeguard the children in our school, we have a duty of care to follow up on any unknown absences.

If your child is not going to be in school, please inform the school office by telephone **before 8.30am** on the first day of absence and leave a message on the dedicated absence voicemail.

If we have not heard from you, the processes we may take are summarised below:

Notification from parent received		<u>No</u> notification from parent received	
Day	Action	Day	Action
1	No further action	1	The office team will call the contact numbers for the child
2	No further action (as long as notification has been received on day 2 also or if the original sickness was due to a gastrointestinal cause).	2	If no explanation is received, the office will call all emergency contacts we have for the child and notify the attendance leader.
3	In some cases, the office will call home to check in and see how the child is. A member of the leadership team will be informed.	3	Call all emergency contacts again. A home visit will be made and a letter posted through the letterbox. If we receive no response, we will call 101.
4	The class teacher will make a phone call home to check in.	4+	We will follow Child Missing in Education processes.
5	A senior leader will call home for a conversation about the absence.		
6	If a child is still not back at school, we may not authorise the absence and we may arrange to visit home.		

When a child can/cannot come into school

[This NHS website](#) provides really useful information about when a child can come into school, when they should be kept at home and when they can return after an illness. For example, children can come to school with a minor cough or cold but should not come into school if they have a [high temperature](#) (38C or above). Cases of scarlet fever should be treated with antibiotics and children can return to school 24 hours after starting their course of antibiotics.

Support in school

We are able to administer medication, including calpol, in school with your permission.

Appointments

Please try and arrange routine appointments (e.g. opticians, dentist check ups, etc.) for outside of school hours. If you are unable to arrange an appointment outside of school hours, you may be asked for medical documents or an appointment card. Children should aim to come into school before and after an appointment.

Children being taken out of school for parent or other people's appointments will not be authorised. Wrap around care is on offer at Headley Park. Places at breakfast and afterschool can be booked to accommodate parent appointments.

If you have any queries regarding this letter, please reference the Attendance Policy that can be found on our school website.

With thanks for your continued support,

The Headley Park Attendance Team