



Attendance Procedure

If your son is unwell, you can either telephone or email the school on the following:

Tel: 01444 400228

Email: schooloffice@brantridge-school.co.uk

We would require you to contact the school by **9.00am**, if we have not received a message by this time, the school will then contact you by phone to see why he is absent. If we are unable to make contact, for safeguarding reasons, we will then call the other two contacts provided. The school may request a home visit if contact still cannot be made. The request for a home visit would be made to the Police or Children's Services in order to ensure the well-being of your child.

We fully understand that many of our children and young people have complex needs which can affect their mental health and this may sometimes affect their ability to attend school. We are sensitive to these needs and will remain as supportive as possible. We also know that even the healthiest of children can become ill. However, we really want your children to come to school to enable them to achieve and make the best possible progress and if we feel that their attendance could be improved, we will seek to work with you and offer support to help their attendance improve. This will take place in the form of offering a supportive letter, followed by a meeting in school if attendance still remains a concern. The school also works closely with Local Authority Pupil Entitlement Units and Education Welfare Officers and will involve these agencies in cases of pupils whose attendance raises persistent concerns.

Please note that we do operate the 48 hour rule with regards to sickness and diarrhoea. If your son has sickness or diarrhoea, they must not return to school until 48 hours after the last time they have had an episode of either sickness or diarrhoea even if they seem better in themselves. This is to reduce widespread infection and is the advice from Public Health England.

Medical/CAMHS Appointments

We also understand that many of our children have to attend medical/therapy appointments and that these can occur in school time. When this is the case, please can you make sure, where possible, that they are absent only for the time the appointment takes? For example, if the appointment is at 10:00am, then they could come back to school afterwards, or if the appointment was at 2:00pm, then he could be collected after lunch. We understand that not

all appointments are in local areas and that this may not always be possible. Equally, your child may be undergoing some treatment which would make coming back to school impossible.

Where possible, medical evidence must be supplied to the school ie. a copy of the appointment letter.

For our Attendance policy, please refer to our School Policies page under the Information tab.