

Summary of Vigo Primary School's attendance procedures

First day of absence

All legal guardians will receive a text by 10am requesting a reason for absence if this has not already been reported. All absences should be reported by 9am on **EACH and EVERY day** of absence with a clear reason. 'Unwell' is not an authorised reason for absence and more information will be requested.

Absences should be reported via the Arbor parent app, email attendance@vigo.hants.sch.uk or by phoning 01264 365166 option 1 and leaving a voicemail. If we have concerns regarding the absence (i.e. safeguarding concerns), we may also contact emergency contacts on your child's file. We may also make a home visit if necessary.

Day Three

If we have not received a reason for absence daily, we will attempt to phone you to establish a reason. If we have not been able to speak to you, we will make a home visit. As above, medical evidence should be provided if your child's attendance is below 90%. Attendance details are viewable on the Arbor parent app.

Day Five

If your child has been absent for 5 days without any contact from parents or carers, we will continue to attempt to call you and follow our usual procedures (as above). This will include a **home visit on day three** and every subsequent day of absence until contact is established and the absence explained.

If we still are not able to get in contact with you, we will contact Children's Services to express our concerns. We may also contact the Police to carry out a welfare check.

20 Consecutive Days of absence

Your child will be considered to be **'Missing in Education'** and will be reported to the Local Authority CME team. During this time, we will continue to conduct our usual safeguarding and welfare checks which will include texts, emails, calls, video calls where your child is visible and home visits. We will also contact other professionals such as Children's Services and Police to confirm the child's location and safety.

Holiday absence

Holiday absences will not be authorised. If you report your child as unwell during an unauthorised holiday, we are still legally obliged to follow this up and will issue a penalty notice if information is presented that proves a holiday has taken place. Please be advised that we are legally obliged to follow penalty notice procedures set out in the statutory government guidelines. Please see Gov doc 'Working together to improve school attendance (applies 19 Aug 2024)' for further details. Additional information on penalty notices is available of the Hampshire County Council website.

What is medical evidence?

We do not expect parents/carers to ever pay for a Doctor's note. The following will be accepted as medical evidence:

- *A named and dated prescription*
- *Appointment card/letter/screenshot of appointment text*
- *Printed summary sheet from Doctor's appointment*
- *Hospital appointment letters*
- *Photo of digital thermometer showing high temp of 38C or above*

Children should not be kept off school for minor illnesses such as a headache, feeling tired, minor cough or feeling ill. These absences will not be authorised unless there are underlying long-term medical conditions. We want to support your child in building resilience and will always phone you to collect them if they are too unwell to remain in school.

Please visit the NHS page 'Is my child too ill for school?' for further advice.