

29 November 2021

Dear Parents/Carers,

Reasons for keeping your child off school for illness

I am writing to provide you with information regarding your child's attendance if they are suffering from illness. As a school we follow the guidance provided from the DfE and Public Health England and will authorise absence through illness based on this.

Below is a link to the guidance on infection control in schools detailing what you should do if your child falls ill to a range of different illnesses.

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

We will be referring to this guidance to support our decision making whether to authorise your child's absence or not. If your child is feeling under the weather e.g. common cold, headache etc then we ask that you send them to school and if they are unwell during the day and we do not believe they are fit for school then we will make contact with you. We have staff who are first aid trained and can assess your child's wellbeing and make an appropriate decision.

There are some exceptions to the guidance above, this relates to the current situation with COVID.

If your child develops any of the symptoms detailed on the NHS website

(<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/#symptoms>) they should get a PCR test booked and stay at home until they receive their result. If it is negative they should return to school, if it is positive then you should follow the guidance provided by the NHS.

We appreciate there may be other circumstances other than the above, and always consider absences on a student by student basis. It is important to ensure regular communication with the attendance team who will discuss individual circumstances in more detail should it be needed.

If your child has a medical appointment, for us to authorise this absence we will need to see evidence of the appointment, preferably prior to the appointment itself, the following evidence is accepted:

- Medical appointment card confirming attendance
- Medical appointment letter
- Text message evidence of appointment
- Copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date
- Hospital discharge letter

Failure to provide this evidence will mean that the absence is unauthorised. We will send reminder letters for any medical absences where we do not have evidence for the appointment. Where possible please try to arrange medical appointments outside of the school day.

If you have any queries regarding this guidance, please do not hesitate to contact our attendance team by emailing attendance@hemsworth.outwood.com

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ben Barnes', with a long horizontal flourish extending to the right.

Ben Barnes
Assistant Principal