

## EXAMPLES OF MEDICAL EVIDENCE

- Medical Appointment Card
- Medical Appointment Letter
- Copy of Prescription showing name & date
- Prescribed medication with Pharmacist label showing name & date
- Unfit for School declaration from GP
- Hospital discharge letter

The Radclyffe School  
Hunt Lane  
Chadderton  
Oldham  
OL9 0LS

**Issue Date: SEPT 2011**

## SUPPORT IS AVAILABLE

Special arrangements can be made to help your child remain in school during periods of illness or injury

- Medication can be held and administered in school. A letter of authorisation will be required from parent/carer
- 'Leave Lesson Early' Passes are available for students with mobility difficulties ie., plaster casts, crutches etc
- Transport can be arranged, short term, to escort students with temporary mobility difficulties into school
- School First Aider is available throughout the school day in our fully equipped Medical Suite
- An NHS School Health Advisor is available by appointment

Please contact the Attendance Officer to discuss any concerns you may have or support you may require.

Alternatively, contact the Education Welfare Officer on 0161 622 3204 to discuss this procedure.

# THE RADCLYFFE SCHOOL

*"Working Together for Excellence"*



## Absence Authorisation Procedures

### Useful Contact Numbers:

**Absence Line: 0161 622 3200**

**Attendance Officer: 0161 622 3203**

**Email:**

**admin@theradcliffeschool.co.uk**

*A High Performing Specialist School*

## ABSENCE AUTHORISATION

From September 2011 absences of 5 or more days must be supported by medical evidence. This will apply to ALL students

The aim is to prepare students for progression to Key Stage 4, Further Education or Employment .

Achievement predicted by teaching staff is based on an expected attendance level of 95%. Students with poor attendance rarely achieve their potential grades.

Absence of 5 or more days without supporting medical evidence will not be authorised.

Unauthorised Absence may then be subject to a Penalty Notice from the Local Authority.

### **Please Note:**

**Students who accumulate 5 or more days of illness, in any half term, will be required to provide medical evidence for ALL subsequent absences.**

**All unauthorised absence may then be subject to Penalty Notice from the Local Authority**

## REPORTING ABSENCE

- All absences must be reported before 10am each day. (The absence line is automated and available 24 hours a day)
- If you know your child is going to be absent please let us know in advance
- You can also reply to the Absence Alert text message (please ensure we have up-to-date mobile phone information in order to receive this message).
- Written notification giving details of absence can be handed in at Student Reception on return to school

## RETURNING TO SCHOOL

On return to school following 5 or more CONSECUTIVE days of absence, medical evidence must be handed in at Student Reception. If evidence is not received after one week, the period of absence will not be authorised.

Alternatively, students can bring medical evidence up to the BEST Office on the 4th floor.

## EXAMPLES OF AUTHORISED ABSENCE

- Hospital or Orthodontist appointment (evidence required)
- College/Connexions/Employment Interview (evidence required)
- Funeral (1 day only)
- Reported Illness of less than 4 days (unless medical evidence has been requested)
- Illness of 5 or more days WITH medical evidence
- Emergency Doctor or Dental appointments (Evidence Required)  
\*Routine appointments should be made outside of school hours

## EXAMPLES OF UNAUTHORISED ABSENCE

- Holidays during term time
- Absence NOT reported on the day or supported by written explanation upon return to school
- Absence of 5 or more days WITHOUT medical evidence
- Routine Doctor/Dental appointments
- Arriving late after registers have closed