

**What can/cannot be used for medical evidence:**

Acceptable	Not acceptable
Medical appointment letter/text (picture/screenshot emailed to the school office, or shown to office in person).	Photographs of your poorly child
Any medication that the child has been prescribed (pictures emailed to the office, clearly showing the child's name, and date it was prescribed) or shown to the office in person.	Photographs of sick/illness
Slip from the doctors/hospital confirming child has attended—emailed to the office, or shown to the office in person	Bringing your child to the office to show illness
Home visit from our Family Key Worker—dependent on availability	<b>If you are unsure, please contact the office</b>

**Family Key Worker—Mrs Vincent  
Attendance Officer—Mrs Bryan  
Attendance Officer—Miss Tymokhin**

If you have any questions relating to attendance, or would like advice/support, please do not hesitate to contact Mrs Bryan:

**Text: 07931 594917      Tel: 01754 762059  
Email: [sbryan@skegnessinfantacademy.org](mailto:sbryan@skegnessinfantacademy.org)**

# What happens if my child is absent?



**Home visits & welfare checks—  
guidance**

We would like to remind parents/carers of our safeguarding procedures that are in place for children that do not attend school (due to illness, or any other reason)

If your child does not attend school, and we do not receive a reason why - a member of the safeguarding team may come to your home to ascertain why. This is called a 'safe and well check'. If your child has been absent from school and does not return on the 3rd consecutive day, a safe and well check may be carried out by a member of the safeguarding team

Please appreciate that we have a duty of care to the children who are a part of our school, and the safeguarding procedure is in place to make sure children are kept safe.

**Please be assured that home visits are mainly to offer support to families, and our Family Key Worker is more than happy to help with collecting medicine/prescriptions on your behalf, or even going to the shops to get you some milk or bread—  
We know how difficult it is to get out with poorly children!**

### Non-attendance checklist:

Day of absence	Action
1st day of absence	<b>No reason provided—</b> Home visit in some circumstances <b>Reason provided—</b> monitor
3rd day of absence	Home visit may take place
4th day of absence	Medical evidence must be provided for periods of absence (relating to illness) that lasts 4 or more days (otherwise the absence may be unauthorised)

**Important note: If your child is linked to a Notice to Improve or Notice to Improve warning, medical evidence must be provided for each day of absence for it to be authorised. If medical evidence is not received, the absence will be recorded as unauthorised.**