



COTEFORD JUNIOR SCHOOL

Medical Evidence for Children Who Have Been Absent

Introduction

This procedure outlines the steps required when a child has been absent from school due to illness and medical evidence is needed to support the absence. The aim is to ensure transparency, consistency, and fairness for all parties involved.

1. Identification of Absence

When a child is absent from school, parents or carers should notify the school on the first day of absence, providing a clear reason for the child's non-attendance.

2. Duration of Absence Requiring Medical Evidence

- If a child is absent for three consecutive days or more due to illness, medical evidence may be required.
- Short-term absences (one or two days) usually do not require medical evidence unless there is a pattern of frequent absences.

3. Acceptable Forms of Medical Evidence

- A doctor's note or medical certificate.
- A hospital appointment card or discharge letter.
- Prescription slips or medication packaging showing the child's name and date.
- An email or letter from a healthcare professional confirming the illness.

4. Submission of Medical Evidence

1. Parents or carers must submit the medical evidence to the school office as soon as the child returns to school, or via email if requested.
2. Evidence should clearly state the child's name, the dates of illness, and the nature of the illness if possible.
3. All evidence will be treated confidentially and in accordance with data protection guidelines.

5. Review and Approval

1. The school attendance officer will review the medical evidence provided.
2. If the evidence is deemed satisfactory, the absence will be authorised as 'illness' in school records.
3. If evidence is insufficient, parents may be contacted for further clarification or documentation.

6. Unauthorised Absence

If medical evidence is not provided when required, the absence may be recorded as unauthorised, which could impact the child's attendance record and may result in further action by the school.

7. Special Considerations

- Children with chronic health conditions may have individual healthcare plans; schools should take these into account when requesting medical evidence.
- In exceptional circumstances, schools may exercise discretion regarding the need for medical evidence.

8. Communication

Parents and carers are encouraged to maintain open communication with the school regarding their child's health and absences. The school will provide support and guidance where possible.

9. Data Protection

All medical evidence and related information will be handled in accordance with the school's data protection policy and relevant legislation.

10. Contact Information

For further information or assistance, parents should contact the school office on **01895 634206**