



Brampton Primary School

Attendance FAQs

What should I do if my child is absent?

- It is expected that parents and carers communicate with the school daily to report any absences, providing a reason and indicating the anticipated return date.
- Regular updates should be provided to the school, along with any relevant medical documentation when applicable.
- In cases where unavoidable appointments arise, parents and carers should notify the school in advance using the MyEd platform.

What counts as medical evidence?

If your child is absent from school due to medical reasons, we may require appropriate documentation to explain the absence.

Accepted forms of medical evidence include:

- Prescription or prescribed medication including the child's name
- Documentation of a GP or hospital appointment, such as text messages, emails, or appointment cards
- Hospital appointment letters

What should I do if my child has to attend an appointment?

Whenever feasible, appointments should be scheduled outside of school hours. If this is not feasible, please provide documentation of the appointment, such as an appointment card, letter, or text message. Children are expected to attend school before and after their appointment.

Where can I get the My Ed app?

Parents can download the MyEd app from the Google Play store or App Store:

⇒ [Google Play](#)

⇒ [App Store](#)

What should I do if I am struggling to get my child to school for any reason?

Should you encounter challenges with your child's attendance or punctuality, please do not hesitate to reach out. Our attendance team, inclusion team, and senior leadership team are available for assistance. We offer various forms of support and can also direct you to additional services if necessary.

What should I do if I am leaving my child in the care of someone else?

If you are planning to leave your child in the care of someone else, whether it is an older sibling, relative, or another guardian, it is crucial to inform the school and provide us with their contact details. This enables us to stay connected in case of emergencies and ensures clarity regarding decision-making for your child's welfare.



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When should I keep my child off school?

Children should only be absent if they are too ill to attend. Mild symptoms, such as a runny nose or stomach discomfort should not prevent your child from attending school.

Further advice can be found via the link to the NHS website below.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Should my child attend school if they are anxious or worried?

It is normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can make a child's anxiety about going to school worse. It is good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it is affecting their everyday life, please come and speak to a member of the inclusion team. We will then be able to advise you on advice and support that is available to you. Find information and advice about how to help children with anxiety.

[Find information and advice about how to help children with anxiety](#)

What are persistent absentees (PAs)?

Persistent absentees are those children who have missed more than 10% of their school sessions. In a year there are 190 teaching days. If a child misses 19 days or more they will fall into this bracket. Children who are persistently absent, for whatever reason, are monitored to ensure their attendance improves. The school may send letters informing you of your child's attendance and hold meetings to discuss how we can work together to try to improve your child's attendance.

If your child's attendance continues to cause concern, despite the support that is put in place, you may be referred to Newham's attendance team. They may issue a fixed penalty notice if your child's attendance does not improve .

What are fixed penalty notices?

If your child's attendance drops below 90% or you take them out of school for an unauthorised leave of three days or more, you may incur a fixed penalty notice. For further information please see Newham website: [Action we can take if your child misses school – Attendance – Newham Council](#).

What are the rules around taking children out of school during term time?

We are not able to authorise term time leave for children unless in exceptional circumstances, which are determined by the headteacher. All requests for leave must be made in writing in advance by the parent or carer to the headteacher using the school's *Leave of Absence* form. Holidays, trips abroad to visit relatives and family events do not qualify as exceptional circumstances. If you would like to discuss a term time absence, please speak to a member of the school office.