

### **Student absence**

As a parent/carer it is your responsibility to notify the school on each day of absence, by calling 08442393376 (local rate number), message via the Absence Hotline on the MyEd App (make sure the message has sent before closing the App), or reply to your latest school text communication. Alternatively you can email [absence@denefield.org.uk](mailto:absence@denefield.org.uk)

Parents/carers are reminded that dental and medical appointments should, wherever possible, be made out of school hours.

It is the duty of a parent/carer of a child of compulsory school age to secure their education by regular attendance at school. Following changes to the law a number of local schools, including Denefield, have implemented the use of Fixed Penalty Notices in relation to unauthorised absences during term time. West Berkshire's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence from school allows for the issue of a fine where a student is absent for five school days or more.

For a student self-certification form below

For the current West Berkshire guidelines please [click here](#)

**Student sickness – self certification form**

Please note that if this form is not completed and returned your child will continue to be recorded as absent and this will be unauthorised.

Student name		Tutor group	
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Date absence began	
Date returned to school Please ensure that this form is returned to school on this day and given to your child's tutor.	
Total number of school days absent: Maximum 3 days (After 3 days of absence medical evidence must be provided)	
Briefly state the reason for absence	

I confirm that my child has been absent due to sickness as detailed above.

Signed:		Date:	
Name:		Relationship to student:	

**If this form is returned electronically, your email address will act as authorisation.**

**Please note**

<p>Attendance below 92% - Fixed Penalty Cohort If your child's school attendance has fallen below 92% please provide medical evidence for each and every absence otherwise it will not be authorised. If your GP cannot provide a letter or form as evidence, then a copy of a prescription and/or medication and/or an appointment slip from the surgery can be used.</p>
<p>Attendance below 90% If your child's illness is an ongoing problem and attendance falls below 90%, the Education Welfare Officer may seek permission to write to your GP.</p>