

# Attendance Flowchart

Unsure if your child is well enough for school?

Refer to guidance document on our website (Parents/Attendance Section)

**Child is well enough to attend school.**

You may wish to call the school office to let them know of any concerns that we should be aware of.

**0117 440 8990  
Option 1**

It may be relevant to ask the trained first aiders in the office to look after medication.

**Child is not well enough to attend school.**

Please call our attendance line:

**0117 440 8990 - Option 1**  
(Absence line has a 24hr answer machine)

Please discuss your child's illness with our attendance team, informing us of your

If we do not hear from you we will aim to make contact or, in some situations, visit you at home.

If we do not hear from you for a period of time we may refer to the Education Welfare Service.