



Attendance and Absence

Attendance

Regular attendance at school is important to ensure the continuity of teaching and learning and to ensure that students benefit from the provision available at school. We actively discourage parents from arranging holidays during term time and the Headteacher will only authorise absence during term time in exceptional circumstances. Please refer to the Pupil Leave of Absence Policy in the School Policies section of the website.

Medical Appointments

If your son or daughter is absent from school because of a hospital, dental or similar appointment, please contact the school office as soon as possible to give a reason for the absence. Medical appointments will be recorded as an authorised absence.

What to Do If Your Child Is Ill

If your child is ill please do not send them into school – this is to avoid the illness being spread amongst the pupils and staff. Please contact your child's school transport as soon as possible and then contact school – the school office is open from 8.00am each day.

Although we are fortunate in having a team of school nurses, we do not have the facilities or staff to care for children who are ill. If your child has sickness and / or diarrhoea the advice that we have received from the Community Health Department is that children should be absent from school for 48 hours following the last incident of sickness or diarrhoea. This is to avoid the infection being spread to other children or the staff in school - this is particularly important for our pupils with complex health needs.

Absence

If we do not have a reason for your child's absence from school, a member of the admin team will contact you. All schools are required to record pupils' attendance and the reasons for pupils' absence. All absences other than those because of ill health, medical appointments or for a reason previously notified to and agreed with the school, will be recorded as an unauthorised absence.