

Feeling ill and can't make it to school?

WHAT YOU NEED TO DO



DAY 1



Ring school on 01302 390761. If no-one is available, leave a message on the schools answer machine with your child's name and reason for absence.

If your child has sickness and/or diarrhoea you should keep them at home for 48 hours after their last episode of illness.



HAVE YOU LET SCHOOL KNOW WHERE YOUR CHILD IS?

If you do not inform school about your child's absence, you should expect a text, requesting you make contact with us during the morning. If you do not make contact following the message, you will receive a phone call in the afternoon.

Further failure to contact school may result in a home visit to ensure the safety of both pupils and parents.



DAY 3 STILL NOT WELL ENOUGH TO RETURN?



Please update school on your child's absence. You can do this by leaving a message on the answer machine or by speaking to a member of the school office team.

HAS YOUR CHILDS ATTENDANCE DECLINED?

Attendance is monitored on a regular basis. If your child's attendance drops or a concern regarding their attendance is raised, you may be issued with an Attendance letter 1. This letter is to inform you that your child's attendance has dropped below a satisfactory level and improvement needs to be seen.



CONTINUED DECLINE?

If no improvement is seen, parents/carers will be invited to attend a meeting and an Attendance Support Plan will be implemented.

Further decline, or lack of improvement may result in an EPN warning letter being issued. If further absences are taken within a 15 day period, parents risk being issued a fixed penalty notice and your child will be referred over to the Attendance and Pupil Welfare Service for further support.

PLEASE NOTE

The Schools Attendance Officer, Miss Camm, is here to help so please reach out if you are having any issues with your child's school attendance.