



### Attendance Procedures

If your son or daughter is poorly, please can you telephone school on the morning to let us know?

Our phone number is 01642 770540.

If we do not have a message, then we will contact you by phone to see why he or she is absent.

If we are unable to speak to you, we may ask our Parent Support Adviser to call round to check that everything is OK and to see if we can be of any help if there is a problem. We need to know that all of our children are safe and well.

We fully understand that many of our children and young people have complex medical conditions which mean they cannot come to school because they are too poorly and we are sensitive to this. We know that even the healthiest of children can become ill. However, we really want your children to come to school to enable them to achieve and make the best possible progress and if we feel that their attendance could be improved, will seek to work with you and offer support to help their attendance to improve.

Please note that we do operate the 48 hour rule with regards to sickness and diarrhoea. If your son or daughter has sickness or diarrhoea, they must not return to school until 48 hours after the last time they have had an episode of either sickness or diarrhoea even if they seem better in themselves. This is to reduce widespread infection and is advice from Public Health England.

### Medical Appointments

We also understand that many of our children have lots of medical appointments and that these will often be in school time. When this is the case, please can you make sure that they are absent only for the time the appointment takes? For example, if the appointment is at 10.00am, then they could come back to school afterwards, or if the appointment was 2.00pm, then he or she could be collected after lunch. We understand that not all appointments are in local hospitals and that this may not always be possible. Equally, your child may be undergoing some treatment which would make coming back to school impossible.