

Absence of children from school

Reminders

- 1) **CALL EVERY DAY OF ABSENCE** - If your child is absent from school, please call in before 9.30am on each day of absence. This includes if your child is due to be absent for the requested 4-8 hours after sickness or diarrhoea - although we know the child shouldn't be in school, we need you to call us to update us on whether they are making a good recovery.
- 2) **TELEPHONE OR EMAIL** - To notify us you can call in and leave a message on our answerphone on 01775 722333 or you can email to absence@spaldingparish.lincs.sch.uk **Emails are the preferred method of notification for the school.**
- 3) **REASON FOR ABSENCE** - Please make sure you give us an actual reason for absence eg. has a sore throat. We cannot accept 'my child is ill' or 'my child is sick' - We will have to make contact with you to ask you the reason if it is not given.
- 4) **WRITTEN CONFIRMATION** - Written confirmation is required for every period of absence, therefore, we recommend you email us notification of absence when your child is absent as we will then print the email for your child's file. If you telephone in you will be required to send in a letter or complete a red Absence slip at the office.

Thank you.



Diane Mulley
Acting Head Teacher