

Children's Absences

Illness

If your child is absent from school you must:

- 1) contact the School Office by 9.30am on each day of absence giving the reason. **This is for safeguarding reasons; if your child isn't in school we need to know that they are safe.** Our telephone number is 01775 722333, there is an answerphone service available, or you can email absence@spaldingparish.lincs.sch.uk.
- 2) You must also send a letter in to school, on your child's return, to confirm their absence. Without this letter, the absence cannot be authorised.
NOTE: if you email to advise us of absence, this will be taken as written confirmation so no letter will be required.

NOTE: Sickness and Diarrhoea

If your child has had sickness or diarrhoea, we ask that 48 hours should elapse from the last bout of sickness or diarrhoea before returning to school.

Medical Appointments

Medical appointments, where possible, must be made outside of the school day. If you need to take your child to an appointment in school time, please provide a copy of the appointment letter that states where and when the appointment is.

Authorisation for the absence will be granted for the time of the appointment with travelling time allowed for. *I cannot authorise a full day's absence for a medical appointment unless the appointment time and travelling time is going to take up most of the day.*

Holidays/Other Absences or appointments (eg. Embassy appointments)

I cannot authorise holidays/other absences during term time and Leave of Absence can only be granted in exceptional circumstances. *Should you need to take your child out of school, please make an appointment with me so that we can discuss the reasons for your child needing to take time out of school during term time.* Only then can I decide if I will authorise the absence or not, within the framework and guidance of the law.

"Only the school, in the context of the law can authorise an absence, a note or explanation from parents/carers does not guarantee authorisation. If a Class Teacher does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Head Teacher"... (taken from our School Attendance Policy). Therefore, if we are aware that children have been on holiday but we are told otherwise, this absence will be unauthorised.

Diane Mulley
Acting Head Teacher