



Spalding Parish Church of England Day School

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Acting Head Teacher: Diane Mulley

6th September 2017

Dear Parent/Carer

IMPORTANT REMINDER - Children's Absences

Illness

- If your child is absent from school you must 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.
- Telephone the School Office on the above number - **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.**

Or

Email absence@spaldingparish.lincs.sch.uk - we will also accept the email as written confirmation

Sickness and Diarrhoea

- Absence due to sickness or diarrhoea - 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. A copy of the appointment stating the day and time should be sent into school before the appointment.
- Authorisation for the absence will be granted for the time of the appointment with travelling time allowed for. ***A full day's absence cannot be authorised for a medical appointment unless the appointment time and travelling time is going to take up most of the day.***

*We are a Caring Christian Community built on
Compassion, Trust, Friendship and Hope*

Holidays

- I cannot authorise holidays during term time.
- 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 be absent during the term.* Only then can I decide if I will authorise the absence or not, within the framework and guidance of the law.
- If you are taking your child out of school, please make sure you speak with me (as mentioned above) in advance. Do not come to see me immediately before the absence. **You must notify us at least 2 weeks before.**
- Please be honest – **do not report your child absent due to illness when in fact you are on holiday.** We find out from various ways when children are away or have been away on holiday – it really doesn't reflect very well on you, as Parents/Carers, if you behave dishonestly. Children are also very honest about holidays.

Please see the attached Term Dates document – this gives the dates we expect the children to attend school unless you have spoken with me and explained your reasons for your child's absence.

"Only the school, in the context of the law can authorise 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.

If you have any queries regarding any of the above, please make an appointment to come in to see me.

Yours sincerely

Diane Mulley
Acting Head Teacher