



## Procedure to follow if your child is absent from school

### Day One

- Ensure you contact the school office by 9.30 am on the first day of absence. A message can be left on the school answerphone. You must provide a reason for absence and approximate expected return date when possible.
- If your child is attending a medical appointment, please provide documentation from the medical practitioner on the Parentapp : Consent Forms : Medical Appointment Request in order for their absence to be authorised.

### Day Three

- If your child's absence enters into a third day please telephone the school office and **speaking personally to a member of staff**. If no-one is available, please leave a message on the answerphone and we will call you back.

### Day Five

- If your child's absence lasts for five days or more we would again request you **speaking personally to a member of staff**, explaining the continued reason for your child's absence.

If you have any concerns or queries regarding your child's absence or attendance please speak to Mrs Hope (Attendance Lead) or Mr Williams (Headteacher).

