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Dear Parents and Carers

## **PUPIL ABSENCE**

Procedures in the event of pupil absence.

### **a) Known Absence:**

- If your child is absent from school for a reason known to you e.g. illness, dentist etc. **PLEASE** contact school to notify us as soon as possible on the first morning of absence.

At present, if we have not received a message from you, we will endeavour to ring you on the first day of absence.

- On return to school you should give your child a short note detailing the reason for absence (schools are required to keep a record of absence).
- If we do not receive a note after two days we will send you a form to complete.
- Similarly, if your child is frequently late we will write to notify you and request a short explanation.

### **b) Suspicious Absence:**

If your child is absent from school and we have any reason to think that this may be suspicious (e.g. they were seen on way to school by other pupils or they had been talking about staying home) we would undertake the following:

- i) try to contact parents/emergency contact as soon as possible.
- ii) contact Educational Welfare Officer.
- iii) if unable to contact either of above contact POLICE. Keep trying to contact parents and Educational Welfare Office.

- The same procedures apply if your child leaves school without permission during the school day.
- If you wish your child to leave school early for e.g. a dental appointment, he/she **must be collected from school**. Children are not allowed out of school unaccompanied during the school day.
- Holidays taken during term time will no longer be authorised by the school. If you do take your child out of school for a holiday please complete a Holiday form which may be obtained from the school office. This form must be completed before your child goes on holiday.

**Absence due to holidays can seriously affect your child's education.  
Please try to avoid.**

**PLEASE MAKE SURE WE HAVE CONTACT AND EMERGENCY CONTACT NUMBERS**

- Finally, may I thank you for your co-operation in these matters. I am sure you will agree that the safety of the children must be our paramount concern.

(Should a change to legislation be implemented we will change our procedures as appropriate.)

Yours sincerely

L Sellars  
Headteacher