

ABSENCES FROM SCHOOL AND HEALTH INFORMATION

Leave of Absence

Parents should ensure that they read the School Attendance Policy.

Children should not be absent from school during term time unless it is absolutely unavoidable.

School holiday dates are available well in advance to ensure that the dates for a holiday booking are not during term time. If you do want to apply for a leave of absence in term time, please complete a Leave of Absence form, clearly stating the reasons for your application, the Headteacher will consider your request and may contact you to discuss the application further. Leave of absence will only be authorised in exceptional circumstances.

Leave of Absence for emergencies such as family bereavements, or special occasions such as a parent coming home from an extended period at sea, is usually approved on receipt of your completed Leave of Absence Form.

Illness



A CHILD SHOULD REMAIN OFF SCHOOL FOR AT LEAST 48 HOURS AFTER BEING SICK OR HAVING DIARRHOEA

It is a legal requirement that schools are informed of any reason for absence from school. You are asked to inform the school as soon as possible by leaving a message on the answer machine if your child is too unwell to attend. If no message has been received by 9.30 a.m., a member of the office staff will try to contact you, but if no reason for absence is given the absence will be classed 'unauthorised'. If your child becomes unwell at school s/he will be treated in the medical room and we will contact you directly.

Administration of Medicines is a parental responsibility

When your child is well enough to return to school it should not be necessary for medication to be administered during school hours. However, if the doctor confirms that your child is well enough to return to school but does require the administration of medicine during the school day you may authorise a friend or relative to administer medicine in school if you are unable to attend yourself. Please inform the school office if this is the case. In some cases we will administer medicine in school, please see the office staff if you would like to discuss this further and complete the permission form. The Administration of Medicine Policy is available from the school office.

Medical Conditions - Asthma, Eczema etc.

We will require you to complete and submit a form if your child requires regular daily medication throughout the year. If approved by the Head Teacher, you will be asked to supply the medication in clearly labelled boxes to be kept in the school office and administered by staff according to the instructions on your form.

Please make sure that your child's medication is in date at the end of each term.

Contact Information

Please ensure that we always have up to date emergency contact details including details of your employers, especially if you make changes e.g. starting work, changing employment, telephone supplier or mobile phone number.

Medical Checks

Please ensure that you have returned your Medical Questionnaire so that we can send it on to the School Health Department. If at any time we have a concern about your child's health we will gain your permission prior to making any referral to the health department.

School Nurse

School Nurses carry out routine health checks on height, weight, hearing and sight during the first year at school. A nurse will contact you directly if any problem is indicated. Please contact the school straight away if you would like her to do a test on either hearing or sight at any time. The Health Service may also offer a dental inspection.