

Attendance

If your child is ill or has an appointment during school time you must inform the school. Please ring the school office before 10:30 am. If there is no one to take your call you can leave a message on the school answer machine, we do pick up all the messages left. We appreciate that not everyone has access to a phone or has credit to make a call so we ask that you send a note with your child on their return after illness to explain their absence. Please do not send a verbal message with a teacher as busy teachers have been known to forget verbal messages!

If you fail to provide a reason either by call or letter we cannot authorise your child's absence and this could lead to a referral to the Education Inclusion Service.

When possible we do encourage that you make appointments after school or in school holidays. If your child does have a medical appointment during school time, please try and arrange the appointment after morning or afternoon registration so your child will still receive their mark. You will need to provide a copy of the appointment letter. **Please be aware that we do not enforce the '48 hour clear' policy if your child has sickness and/or diarrhea, use your judgement, if your child is well enough to return to school send them back, however, if your child is still unwell please do not send them in, this passes any unwanted bugs on to others.**

I would like to take this opportunity to remind parents that it is important that a child is in school regularly to maximise their educational opportunities.

Leave of absence

Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday. Permission may only be granted by the Principal of the school if the application was made in advance (retrospective consent will not be given) and there are exceptional circumstances relating to the request. The parent with whom the child normally resides must provide evidence relating to the exceptional circumstances and include this when completing the leave of absence request form. The application form is available from the school office or on the school website.

Any absences taken without the Head teacher's permission will be recorded as unauthorised in the school register and may result in a referral to the Education Inclusion Service for a Penalty Notice to be issued.

If you require advice or support with any aspect of your child's school attendance, please contact the attendance officer on the school telephone number 01724 865644.

Please see the school website www.brumbyjunior.outwood.com for further information on our attendance policies.