

# Absences and Appointments

## Absences due to Illness

If your child is absent from school it is extremely important for you to telephone the school office **AS SOON AS POSSIBLE** especially if your child has an infection such as Chicken Pox or Measles so that we can inform other members of the class. Until a satisfactory explanation is given your child will have an unauthorised mark in the register. It would also be helpful if when your child returns you could send in a note confirming the nature of the absence.

We have been advised by the School Medical Authorities that if children suffer any stomach upset they should not be sent to school until **at least 24 hours after the symptoms have cleared for sickness and 48 hours following diarrhoea.**

If a child arrives at school having been ill in the night, not only are they unlikely to work properly but there is a chance of infection being passed on to other children and staff.

## Appointments

If your child has an appointment (Doctor/Dentist/Hospital/Clinic) during the school day the authority has instructed us to give out an absence slip which should be carried with you whilst your child is out of school. These are available from the school office and can be obtained at any time BEFORE the appointment takes place. These measures have been put in place to help combat truancy.

## Lateness

If your child arrives at school after the register has been completed please ensure that you/they report to the school office. This is extremely important as your child will have been marked absent in the register which will result in a lower attendance percentage.

Failure to do this will also mean that if your child has a school dinner which has to be ordered, there will not be one available for them at lunchtime.

If you know your child will be late **PLEASE telephone** the school to let us know the approximate time of arrival and the reason.

## Absences due to Holiday

From September 2014 the Longstone School, in line with other schools in our cluster, will no longer be authorising holidays in term time except in exceptional circumstances. Please avoid using the school term time for your holidays. There is strong statistical evidence linking lower attendance levels to lower attainment and progress and it is for this reason that the schools have adopted this common policy. Thank you in advance for your support.