

Absence Guidance

- **First day of absence** – telephone call by parents to school office by 9.05am. This will be entered onto SIMS. If no telephone call is received, a first day of absence call will be made to the child's home. No letter is required.
- **Continued absence** – We ask that parents telephone the school office each morning to inform us that their child is still sick. No letter is required for the first 4 days of absence. If a call is not received, a telephone call will be made to the child's home to confirm the absence.
- **After the fifth day of absence** – We request that parents send a letter to explain their child's absence. Letters are given to the teacher and kept in the register. Nicola will remove letters and keep them on file.
- **After the tenth day of absence** – We request that parents provide a doctor's note to explain the absence. Again this needs to be sent to the office in the register and will be kept on file.