

## ABSENCES FROM SCHOOL AND HEALTH INFORMATION

### Leave of Absence

Parents should ensure that they read the School Attendance Policy when it is issued in September. **Children should not be absent from school during term time unless it is absolutely unavoidable.** You are given school holiday dates (enclosed) 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 form, clearly stating the reasons for your application, the Head Teacher will consider your request and may contact you to discuss the application further. Leave of absence will only be authorised in exceptional circumstances. There is a code of conduct which has been in force since September 2015 which contains the expectation that families withdrawing children from school in unauthorised circumstances for a period of 10 sessions (5 days) **will be** subject to a penalty fine.

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 they will be treated in the medical room and we will contact you directly.

### **Administration of Medicines**

When your child is well enough to return to school it may be necessary for medication to be administered during school hours. All medication should be clearly labelled and will be kept in the school office. A form which is available from the school office **must be** completed prior to the medicine being administered.

We also keep Calpol to be given in an emergency but we will not give this for health and safety reasons until after 1.00 p.m. Should your child need it before this time the school office will contact you to ensure that they have not had any earlier in the day. When Calpol is given to children the school office will email you. We would appreciate it if you could acknowledge the email. Please see the permission slip for more details.

### **Medical Conditions - Asthma, Eczema, Epilepsy etc.**

We support children with medical needs and if necessary we will meet with you to complete an Individual Health Care plan so that the school knows how to react in an emergency

**Please make sure that your child's medication is kept in date.**

### **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 relevant 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 other than the scheduled visit or if you **DO NOT** wish your child to be screened. The Health Service may also offer a dental inspection.