

Parents are responsible for the following:

- Ensuring that their children attend school regularly and arrive on time.
- Ensuring the safety of their children to and from school

The school is required by law to maintain an accurate record of the attendance and absence of each pupil. Parents are requested to assist in the process by keeping the school informed if their child is to be absent for any reason.

Parents are asked to assist school staff in the manner detailed below.

It is important to note that if a child does not arrive at school and there is no reasonable explanation provided for the absence then members of staff will be required to ascertain the whereabouts and safety of the individual child. In order to avoid unnecessary concern for staff and parents the importance of good communication between home and school cannot be over emphasised.

If your child is unable to attend school through illness please telephone the school between 8.00am and 9.30am on the first day of absence. If by 9.45am we have had no contact to explain an absence the procedure that we have to follow is:

- Phone /text all emergency contact numbers
- If still no response and we have concerns about your child we will contact School and Family Support service and a letter will be sent home or in some cases a home visit will be arranged
- If there are any reasonable concerns we will then contact the police.

If you find it more convenient to send in a note via a child's brother or sister or a friend that would also be acceptable.

If your child becomes unwell at lunch time and is unable to return to school in the afternoon please telephone the school before the beginning of the afternoon session to inform a member of staff.

When you contact the school it would be helpful if an indication could be given as to the child's expected length of absence from school.

On your child's return to school a note should be provided explaining the reason for absence and confirming the periods of absence from the school. The note should be signed and dated.

If we do not receive a note, a slip will be sent out asking the reason for illness.

Planned Absence

Parents are encouraged not to arrange family holidays during term time but it is realised that, in exceptional circumstances, this is unavoidable. In such cases, parents are asked to write to the head teacher with information of the date when the child is to be absent from school.



Except in cases of emergency, planned appointments for children to attend the dentist or doctor should be made outwith the school day. We appreciate your co-operation with this as visits within the school day can disrupt learning.

Any planned absence i.e. doctor, dentist etc requires a note in advance to the class teacher explaining the reason of absence and confirming the period of absence away from school.

Specific information regarding common illnesses and length of time of from school can be found on the back of this leaflet



Common infections and recommended period away from school.

Infection	Recommended period away from school
Chicken pox	5 days from rash appearing.
Impetigo	Until lesions are crusted or healed.
Hand, foot and mouth	None (<i>usually a mild disease not justifying time off school</i>)
Diarrhoea (defined as when there are three or more loose or liquid bowel movements in 24 hours, or more often than is normal for the child.)	Until diarrhoea has settled, usually 24hours.
Vomiting	Until vomiting has stopped, usually 24hours.
Influenza	None (<i>flu is most infectious just before and at the onset of symptoms</i>)
Slapped Cheek (Parovirus)	None.

If you have any questions regarding the information in this leaflet please just get in touch.



Newtyle School



ABSENCE PROCEDURES

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