

SJS/EBR

21 January 2020

Dear Parents/Guardians

Absence Policy

I am writing to remind you of the procedure for reporting absences/requesting term time leave.

Illness

If your child is unwell, it is important that you notify the school either by phone or email on **each day of absence** using the following information:

Phone Number for School Office: 3572596 3888

Email: enquiries@stjohnsschool.com

Regardless of notifying us on the first day of illness, you must confirm that your child is still unable to attend school for **each day thereafter**. This is so that the school has received confirmation that your child is still unwell. Though it is likely that their continued absence is because they are still not well enough to attend school, we cannot just presume that this is the case and must receive the confirmation from you.

Request for Term Time Leave

If you need to request term time leave, you must ensure a 'Request for Leave' form is filled out. Forms are available for your child, or yourselves, to collect from reception, or alternatively they can be sent via email and completed electronically. Please note that unless the request for leave is due to exceptional circumstances, the absence will be recorded as unauthorised. If you still chose to take your child out of school, their attendance record will reflect this and your child's progress may be affected.

It is a legal requirement for us to ensure your child's attendance is accurately recorded. It is therefore necessary you adhere to our policies to ensure that your children are safe.

Thank you as always for your continued support.

Yours sincerely



Andrew Armstrong
Deputy Headteacher