

Eastchurch Church of England Primary School

St Clement
Ley sdown Road
Ley sdown on Sea
Sheppey
Kent ME12 4AB

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All Saints
Warden Road
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Kent ME12 4EJ

Mrs Sarah Hunt
Head of School
Tel: (01795) 880279

October '17

To All Parents/Carers,

REMINDER

PROCEDURES FOR WHEN A CHILD IS ABSENT FROM SCHOOL

Parents and Carers of children who are absent should phone into the school office (01795 878111 St. Clement/ 01795 880279 All Saints) on EVERY day of their absence by 9.30 to explain why their child is absent from school. If the parent/carer has not phoned in, the school will be in contact to investigate why the child is not in school.

It is the parents/carers responsibility to contact the school, so if school cannot contact a parent/carer, the absence will be marked as **unauthorised.**

Contact with the parent/carer ensures that the child is safe, along with reinforcing school expectations regarding attendance and maintaining open communication with the parent/carer.

If there is a prolonged period of illness, the parent/carer should phone the school on every morning their child is off.

On the first day of attendance after illness, children should bring in a note explaining why they were absent in order for school to keep up to date and accurate records.

When time off is requested for Medical appointments (i.e. Doctors, Hospital, Dentist etc) please can you give the office a copy of letter/appointment card which has to be attached to attendance files to enable the appointment to be authorised. **Failure to provide this may result in an unauthorised mark.**

Yours sincerely

Miss M. Crowe
Head of School
St. Clement site

Mrs. S. Hunt
Head of School
All Saints site

