

# Sixpenny Handley First School and Nursery

## Illness and Absences

It is essential that you inform us immediately should your child be ill. Unexplained absence is regarded as unauthorised, as is lateness. Please telephone the office by 8.50am in the morning on the first day of your child's absence. If we do not hear from you, you will be contacted by the school.

You are asked to avoid sending a child who is unwell to school since this is unfair to the teachers, other children and the child, who would be more comfortable at home. The school will follow the local Children's Services Authority guidelines for the length of required absence following an illness (e.g. sickness/diarrhoea = 48 hours).

In the event of a serious accident you will be contacted as quickly as possible but if you are unavailable then we will act on the advice of the doctor in attendance.

If a child is hurt in a minor way whilst at school, you will be alerted by a standardised letter sent home on the day asking you to monitor the injury.

Please inform the school if your child is being collected by somebody different at the end of the day. This can be done by a dated letter or by email to the school office. It is our school policy that teachers will not release your child to another adult unless we have been notified. In this instance we will make a phone call before your child is allowed to go home.

## Holidays in Term Time

In line with the Education (Pupil Registration - England) Amended Regulations 2013 and the Heath Academy Trust Policy, schools will not authorise leave of absence during term time unless there are exceptional circumstances. Any such leave should be applied for, in good time, using the school's leave of absence form available from the school office or online. The Headteacher then judges whether the request will be authorised or not. The school follows the local authority guidelines (found on the school website) and fines are issued in accordance with the policy for unauthorised absence.

**NB: Leave of Absence will only be granted for EXCEPTIONAL CIRCUMSTANCES.**

## Complaints Procedure

There is a Heath Academy Trust policy for Complaints. Please contact the Headteacher or see the school website for further information.