



A Guide To Illness & Absence

The staff of Trumps Green Infant School are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building a school which serves the community commendably, and of which the community is proud. We firmly believe that all pupils benefit from regular school attendance. Children at Trumps Green are expected to achieve 100% attendance but when absence is unavoidable, parents/carers are required to inform the school at the earliest opportunity. Full details of our attendance policy can be found on our website, but please be reminded of the following:

Illness	If your child is ill, please contact the office by 9.30 a.m. each morning giving the reason for absence. Unexplained absences are registered as unauthorised. Please note that, in the case of sickness and/or diarrhoea, children should not return to school until 48 hours after the last episode.
Medication in School	If your child has been prescribed a course of antibiotics we can administer them in school if they are required 4 times a day, or more. If your child has an asthma inhaler or Epipen, please ensure you advise the school office and ask the doctor to give you a separate pump/pen to be kept in school.
Medical Appointments	Parents & Carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. The school will grant requests for absence for dental and medical treatments during school time when these are unavoidable. The school should be notified in advance of the date and time of the appointment and when the child will be collected and returned to the school office. Evidence of the appointment will be requested.
Leave of Absence	All requests for 'leave of absence' during term time should be submitted to the Headteacher on a 'leave of absence' form. These forms are available from the school office. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Please be aware that schools are required to report unauthorised or unexplained absence of 5 days or more to the local authority and this may result in a penalty notice being issued.
Lateness	The classroom doors close at 9 a.m. to allow lessons to start. If you arrive at school late, please go to the school office where you will be required to complete the 'late book'. The education welfare officer closely monitors all lateness and absence in the school.

Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.