



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	<p>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.</p> <p>Should your child be displaying symptoms of Coronavirus which includes a new persistent cough, temperature over 37.8 or loss of taste/smell, please contact the school office before bringing your child to school and we will advise you the best course of action.</p>
Medication in School	<p>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 your child's teacher; you will need to ask the doctor to give you a separate pump/pen to be kept in school.</p> <p>ALL MEDICATION to be kept or administered in school including hay-fever medication/topical creams and paracetamol based products, must be prescribed by a doctor.</p>
Medical Appointments	<p>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.</p>

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.

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 or on the website (parent zone/new starter). Headteachers may not grant a 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 9am (staggered start times to be confirmed due to Covid) to allow lessons to start. If you arrive at school late, please go to the main gate and buzz the office who will come to collect your child and complete the 'late book' on your behalf. The Education Welfare Officer closely monitors all lateness and absence in the school.