



How to report an absence and lateness

Dear Parents/Carers,

How you report an absence can be done in one of three ways:

- Phone the school office on 01622 831393
- Use the Parentmail app
- Make a visit to the school office in person

As a school and under the guidance of the local authority, we **DO NOT** have to authorise illness as an absence. If we receive a vague or inappropriate reason for your child to be absent then it will be classed as unauthorised. In cases where the information we receive is vague it is highly likely you will receive a call from the school office requesting more information.

Examples of reasons which would need more information or clarification:

My child is ill.

My child is sick.

My child is unwell.

My child is feeling sick/unwell.

We would always recommend that if your child is absent from school due to illness, that you seek medical support to help treat them. In many cases where a child is feeling unwell, then coming into school and letting staff know means we can adapt their day to ensure they manage to learn. This could include: staying in during break and lunchtimes or taking a short break when required. On the completion of a Medical Record Form, we are happy to administer paracetamol during the school day. In the majority of cases, children often manage to complete the whole school day.

At Marden Primary your child's safety and wellbeing is always a high priority. We will monitor your child and if we can see that being in school is not in their best interest then we will always contact you.

If you have any questions regarding the information above then please do not hesitate to speak to Ms Beckett or Mrs May (Senior Leaders) or Miss Walsh (Family Liaison Officer)