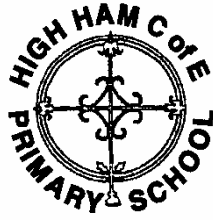


High Ham Church of England Primary School

High Ham
Langport
Somerset
TA10 9BY



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Attendance and Medical Appointments

Excellent attendance is fundamental to an excellent education. Our Attendance Policy follows the policy outlined by the Education Secretary, stating that children are not to be absent from school for holidays or other non-essential reasons during term time. Only in exceptional or mitigating circumstances will an absence be approved.

Illness

If your child is unwell and unable to attend school or absent from school for any reason, (including medical appointments) please phone the school on 01458 250735 before 9.00am.

We have an answerphone where you can leave a message before the office opens. If we do not receive any information from a parent/carer in the morning, we will ring parents/carers asking them to phone the school. If we do not hear from you, we will pursue all contacts regarding a child's absence as part of our safeguarding policy. Please leave a message by 9.00am each day of their absence. We are required to obtain evidence of illness if your child has poor attendance or if it is a frequent occurrence.

If your child has either vomiting or diarrhoea, they should stay at home for 48 hours from the last bout. This is a recommendation from Public Health England to protect other pupils and staff.

Any absence can result in a loss of continuity for your child's education and upset their balance of learning. As a school, we are required to provide details of all unauthorised absences to the Local Education Authority.

Medical and Dental appointments

We ask that you please make every effort to avoid booking medical and dental appointments during school time. Where this is unavoidable, parents should put this in writing to the school office and attach a copy of the appointment card or letter before the date of the appointment. Please also include the time you will need to collect your child. On the day of the appointment, please leave a note in your child's planner for the class teacher with the time you will be picking your child up so that the teacher knows what time to send them to the office. If arriving late, please ensure that your child is accompanied and signed in by an adult at the school office for safeguarding reasons. For medical appointments we would expect children to be absent from school for the minimum time required for the appointment.

Other Absences

Requests for absence during term time will not be authorised unless there is deemed to be an **exceptional circumstance**. Local Authorities have the power to serve parents with a Fixed Penalty Notice if a child has significant or repeated days of unauthorised absence. Leaving early before the end of the school day will not be authorised unless there is an exceptional circumstance.

