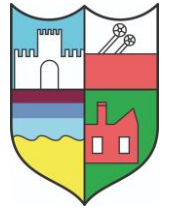




Ellington Primary School



14th February 2023

Absence Action

Dear Parent/Carer,

We would like to take this opportunity to remind all caregivers of the appropriate actions for any absence in school.

Illness - Please call the school before 9am on the day of absence. You need to call each day your child is unwell, unless advised otherwise. Any absences reported on Class Dojo/ Email / School Gateway will not be deemed adequate and your child will be given an 'unauthorised absence' mark. We do appreciate that the phone line can be busy on a morning, but please keep trying. It is vital that we know where children are to ensure they are safe. If you are unsure about whether your child should be in school or not, please follow the NHS guidance here > <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If we are unable to get in contact with a parent by phone, we will continue calling down the list of contacts to ascertain the safety of your child. In the event we cannot speak to an appropriate adult in relation to your child's absence we may call the police.

Medical/Dental Appointments - We ask that any dental or medical appointments are made outside of the school day where possible to minimise disruption. We understand that due to the nature of emergency appointments and hospital appointments, these often occur during the school day. If your child has an appointment, please notify us by phone at least the day before, or on the day for an emergency appointment.

Holiday/Family events - for any other absence from school, for example holidays, we need a minimum of 2 weeks' notice. You will need to obtain a Northumberland County Council leave of absence form from the school office. If notice given is less than 2 weeks, your child will have an 'unauthorised absence' mark for the period they are off of school. We are unable to approve any holiday request as stipulated by Northumberland County Council. Holidays where a minimum of 2 weeks' notice has been observed will be coded as 'Holiday (not agreed)'

Early pick up - A child should only be picked up early from school in *exceptional* circumstances. If you wish to pick your child up from school early for a family holiday/event, we again need a leave of absence form to be filled out 2 weeks in advance.

Headteacher: Mr K Hodgson

Warkworth Drive, Ellington, Morpeth, Northumberland, NE61 5HL
Telephone: 01670 860769 Email: Admin@ellington.northumberland.sch.uk

www.ellingtonprimaryschool.co.uk



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We appreciate your support with this.

Best wishes,

Mr Hodgson & Mrs Dyer

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