

York Road Nursery & Pre-School



Reporting an absence – Procedure & Information

March 2023

Next revision due: March 2024

Procedure

- If your child is going to be absent from school due to illness please phone the school number on 01462 459127. Leave a message on the answerphone if the phone is not picked up.
- Please do not email a member of staff, tapestry, or the school office. The school emails are not picked up every day and staff do not have access to their emails while in the classroom.
- As a rule, if your child needs Calpol or similar then they should not be at school. There are lots of children with various childhood illnesses- please keep them at home if that's where they need to be.
- If you have a planned absence, please contact the school office to request an Absence Request form- this needs to be completed and emailed back to the school office. Absences will be authorised for a bereavement or the birth of a new sibling in the child's immediate family. All other requests will be unauthorised unless consent is given by the Headteacher at their discretion.
- We operate a first response system so that we know where every child is by 9.30 am for morning children and by 1pm in the afternoon if your child attends pre-school. This is our safeguarding procedure and if we don't know where your child is and we have no message left or haven't spoken to you, then we will need to follow it up by calling you.
- If you do not inform us that your child will be absent and we are unable to contact you over 3 days, we may make an unannounced home visit to ensure that your child and you are safe. If we do make the decision to do this, we may have also sought advice from the Hertfordshire Safeguarding Consultation Hub. To do this we have to provide personal information to the Hub, and we do not need to seek your permission to do this as it will be under our Safeguarding procedures. This will all be recorded on our school's electronic database ('CPOMS').
- If we are unable to make contact with you via a home visit or continued efforts via telephone or email, we will seek advice from the Hertfordshire Safeguarding Children Board and this may result in us making a Children's Service referral if we are concerned about a child's welfare.

Helpful points to note:

- If your child has a flu vaccination or pre-school booster jab appointment coming up please let your class teacher know, we class these as medical appointments. If your appointment is in the morning please do not bring your child in, if you usually attend in the afternoon at Yorkies or Rainbows then you can bring your children in at 12pm. Providing they are feeling well.
- If your child's appointment is in the afternoon, please pick up at 12pm. Children should not come back for the rest of the afternoon.
- Please be aware that flu vaccinations and the booster jabs that children receive at 4 years old can make them feel unwell. One of these symptoms is a rise in temperature and if your child has a temperature you will be phoned to come and collect them.
- For sickness and diarrhoea bugs your child must stay off for 48 hours after the last episode of sickness or diarrhoea. Children should not return to school if they are still experiencing sickness or diarrhoea symptoms.

The NHS website can give advice on most childhood illnesses. If you are not sure about sending your child in please speak to the school.