



SANDFIELD PARK SCHOOL PARENTAL ATTENDANCE ADVICE

As a school, we are committed to every pupil having 100% attendance.

Good attendance is central to pupils making good progress.

The Department of Education requires schools to maintain records of pupils who have absences from school.

Authorised absences are those where a phone call, explanatory note, or Dojo message has been sent to school by the child's parents/carers, and the Head of School has agreed the absence be authorised.

After an absence for illness, a phone call, explanatory note, or Dojo message should be sent to school, if this has not already been done.

Unauthorised absences are those where no reason for the absence is sent to the school, or the Head of School judges the reason for absence is not valid.

We understand that at times some of our pupils are not well enough to attend school, and when this happens we work closely with families and health care professionals to support wellbeing, both of the pupil and of the family. Where appropriate we will support learning to continue at home or in hospital.

For hospital appointments etc, please let the school know before the appointment, sharing the hospital appointment letter. After a period in hospital, a phone call, explanatory note, or Dojo message should be sent to school, if this has not already been done. Please let school know if your child has had to go into hospital. We will offer whatever support we can.

Request for an absence for reasons other than illness should be made, in writing, as far in advance as possible, directly to the Head of School.

We work to promote school attendance in accordance with our policy.