



St. Gabriel's R.C. Primary School

Vicarage Road South, Castleton, Rochdale, OL11 2TN

Headteacher: Mrs Laura Bolton

Deputy Headteacher: Mr Richard Golding

Tel. 01706 650280

www.stgabrielsrc.com

GUIDANCE FOR REPORTING YOUR CHILD'S ABSENCE

ILLNESS

- Please contact the school office via the Parent App, by phone or call into the school office to provide a reason for absence and expected return date **no later than 9:15 am;**
- If no reason for absence is provided and we are unable to make contact, we will carry out a home visit. Following this, if we still do not have any communication, we are advised by the Local Authority to contact the police to ensure the safety of your child and family;
- If the absence lasts more than 2 days, please phone to provide an update;
- If a child's attendance falls below 90%, medical evidence may be requested in order to authorise the absence;
- Ensure all contact details and telephone numbers are **up-to-date**. It is recommended that 3 separate contacts are provided.
- Ask to speak to the school Pastoral Manager (Mrs Smethurst) if support is needed in getting your child to school or if there are any personal matters you may wish to discuss.

MEDICAL APPOINTMENTS

- Where possible, please arrange medical and dentist appointments at the end of the school day or during school holidays;
- Confirmation (email/text/letter) of the hospital appointment letter is needed to authorise the absence;
- Children should be brought into school before and after appointments where possible.

TERM TIME ABSENCE AND HOLIDAYS IN TERM TIME

- Requests should be put in writing to the Headteacher. Please note Headteachers are unable to grant any leave of absence during term time unless exceptional circumstances exist (additional proof may be requested);
- A penalty notice referral will be made to the Local Authority for term time absence of 5 days or more;
- Unauthorised absence of 20 days or more can result in a child being removed from the school roll.