



Kingsleigh Primary School

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Bournemouth BH10 5HT
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Email: office@kingsleighprimary.co.uk
Website: www.kingsleighprimary.co.uk
Head Teacher: Mr J Lumber
Acting Deputy Head Teacher: Mrs H Tarchetti
Chair of Directors: Mrs H McKell

Where everyone can be great, not just good!

21 January 2020

Dear Parents/Carers

Absence from school

The wellbeing and safety of your child/ren is very important to us and I am therefore writing to clarify the procedure that is required when your child is absent from school. When a child does not arrive at school, without prior notification, we have to follow our attendance and safeguarding procedures to ensure your child is safe.

We, therefore, require that you telephone or email **every day** that your child is absent. Please telephone the school on 01202 528893, or email us at absence@kingsleighprimary.co.uk every day, to update us about your child's absence. A message can be left on the absence line; please speak clearly to leave your child's name, class and the reason that they are absent.

If we do not hear from you, you will receive a text reminder from us. This will be followed by a telephone call to the main contact number if you have still not advised us. If we are unable to contact you, or if we have concerns, it is possible that we will make a home visit to ensure you and your child/ren are safe.

If your child has a medical appointment, please bring in the medical letter, appointment card or show a text confirmation to the school office, so that the absence can be authorised.

If your child is absent for a week, due to illness, please try and provide evidence such as the prescribed medication or a photo of the condition (such as chicken pox spots).

Please remember that if your child has been prescribed antibiotics or other medication, this can be administered at school by a first aider. Please bring the medication to the school office where you will need to complete a short form so that it can be given.

Finally, as a reminder, please always make sure you have updated the school office with any change of telephone numbers, so that contact can be made if your child is poorly at school.

Yours sincerely

Mr J Lumber
Head Teacher

