

## Procedures for Child Absence

### Unplanned Absences

We understand that not all absences are planned and some may be beyond individual control. When these situations arise parents must contact the school as soon as possible on any day their child is unable to attend school.

This can be done by calling the school on 01865 242169 or emailing:

[office.3213@new-hinksey.oxon.sch.uk](mailto:office.3213@new-hinksey.oxon.sch.uk). If phoning the school please be aware that the office is unmanned between 8.30am and 9.00am whilst staff do gate duty and see the children into classes from the playground.

If the child is unwell, the school may ask about the type of illness, as the school needs to be informed about possible contagious infections that may spread to others in the school.

### Medical Appointments

We would expect appointments to take place outside school hours, but, if necessary, children can be taken out to leave school for short periods for medical or dental appointments. Please make sure you have informed school staff about these appointments and report to the school office on arrival to be let in to collect your child. The school may request more information about such absences.

### Request for Absences

Children need to be in school for all sessions, so that they can make the most progress possible. If a parent feels that there is a circumstance necessitating a request for leave of absence for a child to attend, e.g. a very special event, then we expect parents and carers to contact school as soon as possible in advance and to put in writing the reasons for requesting absence.

We strongly recommend parents and carers to take their family holiday in the normal school holiday periods, so no learning is disrupted. **New Hinksey C.E. Primary School will not authorise any holiday during term time.**

### Extended Leave of Absence

We would ask for all leaves of absence to be put in writing. A doctor's note may be requested should your child be absent for a long period of time.

Should a pupil be on an extended leave for a long period of time they may be taken off roll and have to re-apply for a place at the school when they wish to return.