



# How to report an absence and lateness

Dear Parents/ Carers,

How you can report an absence is changing as of **Monday 18<sup>th</sup> September**. You can do this one of three ways:

- Phone the school office
- Use the Parentmail app
- **Email at : [absence@palacewood.kent.sch.uk](mailto:absence@palacewood.kent.sch.uk)**

**Please note the change of email address as we will be no longer using the office email so if you have it saved into your contacts, please update immediately.**

We would also like to take this opportunity to remind you of the type of information we require when reporting an absence.

As a school and under the guidance of the local authority, we **DO NOT** have to authorise illness as an absence. If we receive a vague or an inappropriate reason for your child to be absent then it will be classed as unauthorised. In cases where the information we receive is vague it is highly likely you will receive a call from our Family Liaison Officer (Mrs Ball) who will ask for more information.

*Examples of reasons which would need more information or clarification:*

*My child is ill.*

*My child is sick.*

*My child is unwell.*

*My child is feeling sick/ unwell.*

We would always recommend that if your child is off school, that you seek medical support to help treat them. **If your child, in your opinion, does not need to see a doctor, do they really need to be off school?** In many cases where a child is feeling unwell or sick, then coming to school and letting staff know means we can adapt their day to ensure they manage to continue to learn. This could include: staying in during break and lunchtimes or taking a short break when required. In the majority of cases, children often manage to complete the whole school day.

**At Palace Wood, your child's safety and wellbeing is always a high priority. We will always monitor your child and if we can see that being here is not in their best interest then we will always contact you.**

If you have any questions about the information above then please do not hesitate to speak to Mrs Vincett (Assistant Head) or Mrs Ball (Family Liaison Officer)

# Every Minute Counts!

**8.45am** Your child has arrived in time to settle well and has the best start possible.

**9.00am** Your child has probably arrived just after most children as the school day **starts** at 9.00am.

**9.01am** **Your child is late** and has missed the beginning of the school day, being a few minutes late often unsettles children.

**9.05am** 5 minutes late a day means 3 lost days a year.

**9.10am** 10 minutes late a day means 6 lost days a year.

**9.15am** 15 minutes late a day means 9 lost days a year.

**Arriving after the register closes is recorded as an unauthorised absence.**

If your child is late they are missing out.

If your child is regularly late it will affect their learning at school.

**Give your child the best start to the school day by arriving at 8.45 am.**