

BUCKINGHAMSHIRE COUNTY COUNCIL
HADDENHAM COMMUNITY JUNIOR SCHOOL
WOODWAYS HADDENHAM AYLESBURY BUCKS HP17 8DS
Tel: 01844 291829 Fax: 01844 292534
Chairman of Governors: Mrs. M. Aston Headteacher: R. A. Davies B.A.

School's Policy For Absence

It is the responsibility of the parent to inform the school if their child is unwell or unable to come to school. This should be done before or at the start of school on the actual day of the absence, either by a phone call or a letter dropped into the office or to a teacher. An answerphone is in operation whenever the office is unattended and therefore a call may be made at any time, however early.

It is not the responsibility of the school to discover why a child is absent. To make a comparison with the world of work, it is common practice to phone your place of work as early as possible on the day you are absent. This same procedure must apply to school in order to maintain the safety of our children.

The practice of writing a letter on the day of return to school, although useful in ascertaining the reason for the absence, does not help in any way to protect the children on that day. A phone call or letter on the actual day of absence will serve both to inform the school that the child is actually at home and also as the official confirmation for an authorised absence which is required by the school. No further correspondence will be necessary.