

INTAKE FARM PRIMARY SCHOOL & NURSERY

Armstrong Road, Mansfield, Nottinghamshire. NG19 6JA

Tel: 01623 625552

Email: office@intakefarm.notts.sch.uk

Website: www.intakefarm.notts.sch.uk

Headteacher: Mr Julian Fieldwick B.Ed (Hons)



December 2020

Please pin this up somewhere handy!

Reminder of what to do if your child is absent.

This procedure applies to all children from Nursery to Year 6.

In accordance with the School attendance Policy:

Call the school on 01623 625552 to speak to us or leave a message, before 9.20am on each day of the absence.

Please leave us a message with child's name, class and the reason for absence, i.e., earache, cough etc., so that we can accurately record the reason and don't have to disturb you by calling you back for further details. Saying 'poorly' 'sick' 'feels bad' or is not coming in today, is not enough information for us to record the absence properly, which is a legal requirement.

If we do not know the reason, the absence will be un-authorised and can lead to a penalty notice / fine being issued by the local authority and referral being made to the Early Help Unit (previously known as Education Welfare) as poor attendance and punctuality is a safeguarding concern.

Thank you.

