



## Bishop Wood C of E Junior School

Frogmore Street  
Tring  
HP23 5AU

Tel: 01442 822024

[admin@bishopwood.herts.sch.uk](mailto:admin@bishopwood.herts.sch.uk)

[www.bishopwood.herts.sch.uk](http://www.bishopwood.herts.sch.uk)

Twitter: [@bishopwoodtring](https://twitter.com/bishopwoodtring)

Mr G Stanley, Headteacher

Tuesday 19<sup>th</sup> March 2024

Dear all,

### **Procedures for Reporting Absences at Bishop Wood School**

For Safeguarding reasons it is essential that everyone follows the same procedure for reporting absence. Our procedures are below

#### **On the Day Absence**

**Please telephone the school and leave a message on the absence line (01442 822024 Option 1) before 8.30am if your child is going to be absent for any reason.**

Please leave the following details:

- the child's name;
- class;
- the reason for their absence;
- the date that you expect the child to return to school – if a date of return is not specified then you will need to report the absence each day.

If your child is ill please could you detail specific symptoms rather than using the phrases 'under the weather' and 'unwell' as we need to track patterns in classes.

If we do not hear from you using the above method by 9.15am we will send a text. If you do not respond to the text by 10am, your child will be classed as 'missing' and we will undertake a welfare check on the child. This may be followed by a police check.

When a child is absent due to sickness or diarrhoea they must remain at home for 48 hours following the illness.

Please note that the absence line is the first thing that is checked by the Office Team in the morning.

**Please do not email regarding on the day absences.**

#### **Absence for other reasons**

If you are aware in advance that your child is going to be absent from school, for music or dance exams, hospital appointments etc, please notify the school office by email or letter **giving at least 48 hours notice (this does not include weekends when the email is not monitored)**. The office will inform the class teacher.

#### **Unauthorised Holiday Absence**

There is a form on the website. The form should be completed and returned to us no less than 3 weeks before the start of your holiday.

Thank you

Deborah Bourke – Office Manager

