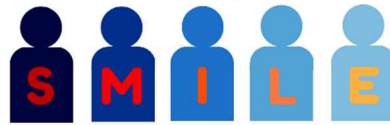


Absence Procedures:

Hasland Infant And Nursery School



We All SMILE

Doors open at 8:40am and close at 08:50. Register taken at 8:50 and lessons start at 08:55

If your child is absent for any reason, then you must notify the school office for the reason by 8:55am. This is then recorded on the register.

If no reason for absence is provided **by 8:55am**, School will telephone you to request the reason for absence. If we are unsuccessful in contacting, you **by 9:00am** we will telephone your child's emergency contacts.



If no reason by 10am.

School staff will visit you at home. If the home visit is unsuccessful, we may contact other agencies. Your child will be marked as unauthorised on the register, and we will initiate our attendance procedures.



If satisfactory explanation is provided, the absence will be authorised.