

Pupil Absence Procedure

If your child is poorly and not attending due to illness:

- Please call the school office (0121 475 3923) or text (07786 201 170) and inform the office staff as soon as possible with the reason why your child is not attending school.
- Please also inform transport (if provided) by contacting the transport provider and/or Pupil Escort.

If your child has a medical appointment:

- Please call the school office (0121 475 3923) or text (07786 201 170) and inform the office staff as soon as possible what appointment your child has and when school can expect your child to be back.
- Please also send a copy of the appointment letter or an appointment card to the school office. These can be emailed to enquiry@longwill.bham.sch.uk or sent in with your child. If possible, please send this to the school office IN ADVANCE of the appointment. It is important that we now obtain written proof of medical appointments (including hospital, GP, opticians, dentist etc).
- Proof of a medical appointment is required for your child's attendance record.

If your child is off school for **ANY** reason you must inform the school office before 10am on the day of absence.

Thank you for your help in this.