



GREAT ROLLRIGHT CE PRIMARY SCHOOL

Church End, Great Rollright, Oxon, OX7 5SA 01608 737202

Head Teacher – Miss Michelle Hastings



Absence from school

Absence due to illness

If your child is ill and unable to attend school, we would ask that you phone the school office (01608 737202) or email in (office.3408@great-rollright.oxon.sch.uk) as soon as possible. If we do not hear from you then a phone call will be made to the numbers you have provided as your contacts, in the order that you have requested them to be used. We require you to phone in **each** morning that your child is unwell as we cannot presume that an illness is ongoing from a previous day.

Please do not give this information to Jo Keene the Bus Driver or to another child.

Other absences

If you wish to request an absence from school for your child then you will be required to fill out a 'Notification of a time a child will be absent from school during term time' form. This can be found on the website or collected from the school office. Please be aware that holiday requests will not be authorised unless there are exceptional circumstances.

As a matter of routine, the Monitoring Committee of the Governing Body regularly monitor attendance figures for the school. The Attendance and Engagement Team from the Local Authority also monitor all school attendance records. You should be aware that if your child's attendance falls below 95% you may be contacted to discuss the situation more fully.

The value of LOVE is visible in every area of school life, and our strong inclusive community is strengthened by our other Christian Values of COURAGE, RESPECT and TRUTH.

