



CARGILFIELD

ABSENCE POLICY

Absence due to illness

If you know in advance that your child is going to be absent, please contact the Nursery on 0131 339 0191 or email nursery@cargilfield.com.

Cargilfield school actively discourages any child to be taken out of school during term-time for family holidays because of the disruption that it causes to the education of individual pupils and class groups. A written request to the Headmaster should be submitted prior to any absence for family holidays/celebrations. The Head Teacher will then be in touch to confirm whether the absence has been authorised.

On the first day of any absence, please contact nursery to inform them of your child's absence. Where possible, you should tell nursery staff how long the absence is expected to be. If your child's absence lasts longer than 5 school days, please inform the nursery staff of your child's progress and likely date of return, if known.

If your child is not present in nursery and the nursery staff have received no notification from you regarding the absence by 9am, nursery staff will contact you using the contact details you have provided. If nursery staff cannot contact you to confirm the whereabouts of your child, the Headteacher may notify the Police.

It is extremely important that you inform the nursery of any changes in your contact details.

Sometimes children miss school without the knowledge of their parents. The Head Teacher will regularly check for any unexplained absences and may write to you for an explanation if there are any outstanding absences. In this way, you will be kept informed of any incidences of absence of which you might otherwise be unaware.

Taking your child out of Nursery during the school day

From time to time, you may need to take your child out of nursery during the school day. Children who need to leave school during the school day will only be released into the care of a parent or other adult, who has been authorised in writing by you or verbally by phone (with photographic evidence of the adult collecting your child).

Where possible, you should try to make dental, medical and other appointments for your child out of the school day.

If you know that you will have to take your child out of school in advance, ie for an appointment, it is helpful if you inform the school in advance. You must also inform the school

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45 Gamekeeper's Road, Edinburgh, EH4 6HU

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Email: admin@cargilfield.com Website: www.cargilfield.com

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in writing if you want an adult other than yourself to escort the child to their appointment. A photograph of the adult needs to be emailed to nursery if the adult is not otherwise known to nursery staff. Nursery will not release pupils into the care of anyone who does not have your written authorisation and a photograph to prove their identity. This is to protect your child.

When you, or another authorised adult, take your child out of school, you will be asked to register them if they are brought back to school after their appointment. Please take them to the school office in the first instance. Staff from the office will re-register your child and bring them to the nursery.

Punctuality

If your child is late for school, please email or phone the nursery to inform staff that your child has been delayed. Please email nursery@cargilfield.com.

If your child is regularly absent from or late for nursery, you may be invited to meet with the Head of Nursery and/or Head of Pre-Prep to discuss the reasons for absence or late coming and to seek a plan for improvement.

Further Information

The following Scottish Government leaflets are available for reference:

- Included engaged and involved

<https://www.gov.scot/publications/included-engaged-involved-part-1-positive-approach-promotion-management-attendance-scottish-schools/>

- Guidance on education for children and young people unable to attend school due to ill health

<https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/>

Updated Tiffany Murdoch, Head of Nursery, May 2023

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