

Attendance

As a school we regard regular attendance as a priority; and communication between parents/carers and the school is very important therefore, you should make contact daily with the school during your child's absence.

Your child's safety, welfare and education is the most important aspect of school life and it is our job to ensure that we adhere to protocol as set out below.

As a school, we practice a 'first day response' procedure, whereby, if you have not contacted the school office to inform us that your child is absent, we will contact you.

Please follow our new absence reporting procedures as set out below

First Day of Absence

Please email our new email address for any absences prior to 9am

absence@lonsdale.herts.sch.uk

Clearly stating your child name, class and the reason for their absence.

A member of the Senior Leadership team may contact you should they require further information regarding the absence.

If your child or any member of your household shows any signs of COVID19, please follow government guidance and do not send your child to school. Please inform us via the above email address only



Daily contact during absence

Please keep us informed daily on your child's absence via

absence@lonsdale.herts.sch.uk



Return to school following surgery or other hospital admittance

Please contact the Head of Student Support and Care to discuss your child's return to school and you will be contacted by the Nursing/OT/PT team to complete a return to school questionnaire prior to a return date being confirmed.

Return to school following absence

Please provide any appointment letters upon return to school. Any unexplained absences will be recorded as unauthorised.

Return to school following Negative COVID 19 absence

Please inform the school immediately of the results of a test via email absence@lonsdale.herts.sch.uk