



Informing school of sickness / absence from school

Parents / Carers should ring the school office on 01909 475821 or email office@st-lukes.notts.sch.uk before 9.00am on a daily basis on the first day of sickness and throughout any period of time off school.



The school office staff will speak to you or respond to your message to ensure that you have checked the NHS advice about if your child should be at school or at home. [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk) They will also check the government exclusion table to provide you with accurate information regarding any exclusion periods for any infectious illnesses. [Children and young people settings: tools and resources - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



If absence is due to illness as detailed in the guidance referred to above the absence will be authorised. If there are concerns around the amount of absence that your child has and it is unclear if your child is too ill for school further information may be asked for.