



Information for Parents/Carers:

Absence from School

The Education and Communities Division would like pupils to make the most of their education by attending school on a regular basis. As a parent/carer, you can help us with this, by ensuring that your child attends regularly.

We realise, however, that there will be occasions when your child is unable to attend school. This leaflet tells you what to do on such occasions. It also tells you how the school may respond when your child is absent. By following the guidance in this leaflet, you will help us to make sure that your child is safe.

**Midlothian Council
Education & Communities Division**

What do I do if I know my child is going to be absent from school, for example to see a doctor or orthodontist?

You should tell the school the date(s) and the reason, as soon as you know. That way, the school will know not to expect your child on that date. You can tell them by letter, which is our preferred method as this allows the school to make best use of its support staff time. The school's contact details are at the end of this sheet.

What do I do if my child is going to be absent today, for example, because he/she is unwell?

You should tell the school before 8.45am. Then the school will know not to expect your child to arrive. You can tell them by phone. The school's contact details are at the end of this sheet.

We would emphasise that in this situation it is up to you to contact the school. The school will try to contact you if the Headteacher has reason to believe that you might not know that your child is not at school, but **you should not rely on the school phoning as a matter of course**. Any calls or texts the school makes about absences will be made after 9.30am.

Parents should inform school if their child is going home for lunch. By doing this, staff will then be able to ensure that their child has returned safely for the afternoon session.

What if my child goes missing from school in the course of a day?

This is unlikely, but if it happens, the school will phone you or the emergency contact whose name and contact numbers you have supplied to the school.

Can I be sure that the school knows how to contact me if it has to?

Only if you have given the school your up-to-date contact details. For example, if your contact number is a mobile, and you change your mobile number, you must tell the school. Please do not just assume that the school will find you somehow.

We have tried to make this leaflet as clear as possible, but if there is anything you do not understand, or if you want to discuss any issues to do with your child's attendance at school, please contact the Headteacher. Please remember that these arrangements are to keep your child safe. We thank you for your help in this.

The school phone number is: 0131 663 0546

The school address is: Mayfield Primary School
Stone Avenue
Mayfield
DALKEITH
EH22 5PB