

4. Absence and Illness

Who should I contact if my child is absent from school through illness or medical appointment?

Please contact your child's tutor by email before 9.00am on the first day that your child is ill. Otherwise your child will be marked in the register as absent without authorisation.

What if my child needs to miss school for other reasons?

Please write to your child's tutor in advance of any planned absences.

What if my child arrives late or has to leave early?

In each case, your child should sign the signing in/out book in Reception, and speak to the School Secretary to let her know that he/she has arrived or is leaving.

What will happen if my child has low attendance?

Regular attendance is linked to good achievement. If your child's attendance is poor, his/her tutor or a senior teacher will be in touch with you to arrange a meeting in order to discuss how to improve attendance.

If your child's attendance falls below 75%, the school is obliged to contact the school attendance officer in your municipality.

Should I send my child to school if he/she is feeling ill?

You should not send your child to school if he/she has a fever or is likely to be infectious.

Who will look after my child if he/she feels ill during the school day?

The School Nurse, Mrs H Gabriel, is on the school site all day, and will look after your child. If she is absent, your child will be looked after by one of the teaching staff with first aid qualifications. However, only the School Nurse can give medication, and only if that has been authorised by you on the relevant form. The School Nurse cannot take the place of your child's doctor, and if she feels that your child is too ill to remain at school, she will contact you and ask you to come and pick up your child.

What if my child has an accident during the school day?

If your child suffers a significant accident whilst at School, you will be informed immediately. You will be informed of any head injury, regardless of its severity. Should it be deemed necessary, your child will be taken directly to IMED Teulada, accompanied by the School Nurse. You will be informed of this step and asked to go IMED immediately. Should your child develop a problem after School, which started in School, you must take them to IMED Teulada, Centro Medico, Denia or Hospital Levante, Benidorm and then they will be covered by the School's Insurance.

What should I do if my child is taking medication?

Any medication should be left with the School Nurse clearly labelled with your child's name and with written instructions indicating the exact dose, times and method of administration. Pupils should not keep medicines in their bags or lockers.