

Absences, Absence Requests, Medication and Registration

Planned Absence Requests

Must be made in writing – either email to Office (receptionist@crackleyhall.co.uk) or My School Portal www.princethorpe.myschoolportal.co.uk/login (use planned absence request)
Where feasible appointments should be made for out of school hours.

Absence Reporting

Inform Office & Form Teacher by 9:00am latest – either by phone (01926 514444) or email (receptionist@crackleyhall.co.uk) or My School Portal www.princethorpe.myschoolportal.co.uk/login (use absence reporting)
Children suffering from vomiting or diarrhoea will need to stay off school for 48 hours after the last bout of vomiting or diarrhoea.

Medication

Any medication that is required to be taken during the school day, either long term or ad hoc medication, must be handed into the school office by an adult, and this [Administration of Medication Form](#) must also be completed. Medication should be in the original packaging, with dosage information and child's name if prescribed, clearly visible.

Registration Times

Registration is from 8:20am, closing at 8:35am, with lessons beginning promptly at 8:35am.
We would ask that all children are in school with plenty of time to pack away their belongings and get to class in time for lessons to begin.