

## **Absences, Absence Requests, Medication and Registration**

### **Planned Absence Requests**

Must be made in writing – either email to Office ([receptionist@crackleyhall.co.uk](mailto:receptionist@crackleyhall.co.uk)) or My School Portal [www.princethorpe.myschoolportal.co.uk/login](http://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](mailto:receptionist@crackleyhall.co.uk)) or My School Portal [www.princethorpe.myschoolportal.co.uk/login](http://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.

### **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.

### **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, not the child, and the Administration of Medication Form (see Chronicle) must also be completed. Medication should be in the original packaging, with dosage information and child's name if prescribed, clearly visible.

Further documentation may need to be completed, e.g. Inhaler Consent Form, Care Plan etc. Please discuss this with the School Office if you are unsure.

### **Diarrhoea and Vomiting**

Children must stay off school for 48 hours after the last instance of diarrhoea or vomiting.