



PEMBROKE
A PRIORY ACADEMY

Dear Parents/Carers

Please can we ask that all absences of either sickness, holiday, medical appointments or any other type of absence be reported by the following two methods only;

Call 01522 751040 Opt 3 and leave a message on the absence line or email

PembrokeAdmin@prioryacademies.co.uk

This email address and absence line is monitored constantly between the hours of 08:15 and 15:15 Monday to Friday.

Please do not email Form Tutors, Head of Years, individual staff members or ring main reception regarding any type of absence as all absences are recorded by and dealt with by the Student Reception Administrative Team.

This course of action is to avoid any absences/appointments being missed and not logged correctly on our registration system, which will avoid unnecessary telephone calls/text messages home.

We appreciate illness cannot be helped, however we ask that parents/carers contact school to report illness` on a daily basis before 08:40 on the day of illness and each day your child is unwell and will not be attending school.

Please ensure that you provide your child's full name, form group and the exact reason for their absence, stating that they are just feeling unwell is **not** an acceptable reason for their absence under DFE regulations. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness

Can we request that we are informed prior to any medical appointments taking place and that you include supporting evidence to this effect for our records.

Medication & Heat

If students need to take any medication whilst in school a medical consent form can be collected from Student reception and returned to student reception along with the required medication and locked away and will be administered to students as and when required.

We do have a small number of heat packs to assist with female stomach cramps but you are more than welcome to provide your child with their own and we will be happy to heat them up for them.

Kind regards

Headteacher: Mr S Evans

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

Tel: 01522 751040 **Email:** generalenquiries@priorypembroke.co.uk **www.priorypembroke.co.uk**

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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