



# Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

T 01233 622673 E [office@kingsnorth.kent.sch.uk](mailto:office@kingsnorth.kent.sch.uk) W [www.kingsnorth.kent.sch.uk](http://www.kingsnorth.kent.sch.uk)

Headteacher: Mr Iain Witts

7<sup>th</sup> November 2025

## Absence

Dear Parents/Carers,

We would like to remind everyone of the expectations around absences in school.

### **Absence due to illness**

The following guidelines should be followed to ensure infection or illness is not passed on to other children:

- Vomiting or diarrhoea - keep off for at least 48 hours after the last episode
- Conjunctivitis - inform school and treat. No time off school warranted
- Chickenpox - keep off until the last batch of spots have crusted
- Hand, foot and mouth - inform school and treat. No time off school warranted
- Scarlet fever - inform school and follow GP advice
- Thread worms - inform school and treat. No time off school warranted
- Head lice - inform school and treat. No time off school warranted
- Impetigo - keep off until the lesions have crusted over
- Measles - keep off for 5 days from the onset of the rash
- Mumps - keep off for 5 days from the onset of swollen glands

On the first day that your child is ill, you must contact the school office on 01233 622673 and choose option 0 to leave a message or email [absence@kingsnorth.kent.sch.uk](mailto:absence@kingsnorth.kent.sch.uk) before 9am to report your child absent. Please contact the school on each day of absence so that this can be recorded correctly.

### **Absence due to Holiday/other circumstances**

No holiday will be authorised, as per guidance from the DfE. If you want to remove your child from school, you are required by law to notify the Headteacher in advance. Please email any requests to [absence@kingsnorth.kent.sch.uk](mailto:absence@kingsnorth.kent.sch.uk) in advance.

### **Absence due to an Appointment**

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, dentist, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to email the school on [absence@kingsnorth.kent.sch.uk](mailto:absence@kingsnorth.kent.sch.uk) of the appointment in advance. This means that when a parent arrives to collect a child staff have prior warning that the appointment is taking place.

For any medical absence to be authorised, written proof will be needed from the medical professionals. Thank you for your co-operation in this matter.

Kind regards

Mr Witts  
Headteacher