

OIS Quick Guide to Attendance Reporting and Absence Control for Parents

SICKNESS/ABSENCE

ACTION

My child is unwell and will be absent from school



Day 1 - Input reasons in PARRO before 8.00am and every day of continued absence even if the reason for absence remains the same.
Day 3 - Teacher will contact you if your child has not returned to school on day 3.
Day 5 - The Milepost Team Leader or School Counsellor will contact you if your child has not returned to school to discuss continued reasons for absence and estimated return date.

My child has an appointment and will be absent from school



Input approximate timing, reasons (Doctor / Dentist) on PARRO as soon as absence is known or at the latest 8.00am on day of appointment.
Please note - if the appointment is not Doctor or Dentist please indicate this in the explanation space

You know that your child will arrive late to school (missed/cancelled bus, unusually heavy traffic, woke up late, etc.)



You send a PARRO message to your class teacher to warn them

My child arrives late at school (the main entrance door is closed)



You bring your own child to school - you must report to Reception on arrival.
Your child comes to school alone - your child must report reasons for late arrival at Reception.
Please note that if your child is late on more than 3 occasions the class teacher will wish to discuss this with you. Please refer to <https://www.optimist-international-school.nl/about-optimist-international-school/attendance/>

My child's normal routine for collection from school will be different (pick up by other parent/after-school/going home alone, etc)



You send a PARRO message to their Teacher before the day of the change or by midday latest

Due to the nature of our job we are unable to take holiday during school holidays and want to **request exceptional time off** outside of school holidays



You complete a Holiday Leave Form and mail it to julie.joly@floreer.nl 8 weeks in advance of leave or as soon as requirement for holiday outside school holidays is known.

My child is unable to attend school for a period of time for some exceptional reason



You complete a Special Leave Form and mail to julie.joly@floreer.nl 8 weeks in advance or as soon as requirement for leave is known.

LATENESS

OTHER