



Headteacher: Leesa Schooneman
Deputy Headteacher: Maryanne Boon

Application for reasonable adjustment

The scheme is for families that felt that their children should be been entitled to attendance rewards given out each term, if they had a genuine illness.

For this procedure to be successful it is still essential that all parents/carers provide information that is correct and true.

Applications will only be considered if it is made at the time of, or directly after, your child has been absent from school. Applications will not be accepted at any other time.

Please go to the school office if you would like an application form.

Criteria for applying for reasonable adjustment is:

- *Your child has had a childhood infectious disease (such as chicken pox, measles, scarlet fever etc) and could not attend school.*
- *Your child was unfit to attend school and this has been verified by your GP.*
- *Your child has had an accident where a hospital/GP has stated they were unable to attend school.*
- *Your child has been admitted to hospital.*

Please note: It is important that in all cases you contacted the school on the first day of illness and also offered verification of the illness/ accident/admission.

The terms and conditions for this procedure are:

1. No more than 2 applications per term (except in exceptional circumstances).
2. All applications will be considered on a case by case basis.
3. Completion of this form does not guarantee adjustment.
4. In any circumstance, actual absence statistics cannot be changed, this form is only for attendance awards consideration.
5. All applications will receive a response.