



**Bandon Hill Primary School**  
Sandy Lane South,  
South Wallington, Surrey, SM6 9QU  
Telephone: 020 8647 5377  
Email: [office@bandonhillprimary.co.uk](mailto:office@bandonhillprimary.co.uk)  
[www.bandonhill.sutton.sch.uk](http://www.bandonhill.sutton.sch.uk)  
**Headteacher: Mr R Hopkins MEd NPQH**



Tuesday 02nd September 2025

Dear parents & carers,

We would like to take this opportunity to welcome you back to Bandon Hill Primary School after what we hope has been an enjoyable summer break.

We wanted to take some time to reinforce our message on the importance of re-establishing routines, particularly around excellent school attendance and punctuality. In order to do this, we would like to reiterate some of the ways that you can support your child's attendance. Our attendance policy can be accessed via the link below.

[Bandon Hill Attendance Policy](#)

### **Reporting an Absence**

If your child is going to be absent, you must ensure that you call the school on **0208 647 5377**, option 1 or email **absence@bandonhillprimary.co.uk** by 8.30am on each day of their absence. Emails sent to any other email address will not be picked up by the attendance team and this will result in your child's absence being recorded as unauthorised.

***Please note that any unexplained or unreported absence will be treated as an unauthorised absence.***

Continued failure to contact the school may result in us having to make a referral to our safeguarding team to raise concerns about lack of contact from you and may result in us making a referral to the Local Authority for a penalty notice to be issued or legal action to be instigated for continued unauthorised absence.

### **General Illness**

If your child is suffering from one of the following, we would suggest administering some paracetamol or Ibuprofen first thing in the morning and sending them into school, we will ensure that we monitor your child and will immediately call you should there be a deterioration in their condition.

With your written consent, we can also keep medication in school to support your child if any of these conditions occur on a regular basis.

- Hay fever
- Colds
- Headaches
- Tiredness
- Sore throat
- Period problems: provisions can be made in school for more frequent toilet breaks

For more information, please see the NHS Guidance, [Should I Keep My Child Off School](#)

### **Sickness and Diarrhoea**

If your child is suffering from continuous sickness or diarrhoea, then we would expect them to stay at home until 48hours after the last bout.





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### **Infections and Contagious Illnesses**

If your child is diagnosed with a contagious or infectious condition such as Chicken Pox or Measles, you should contact the school immediately and follow the guidance set out by the NHS and Public Health England.

### **Injuries**

If your child is suffering from an injury or condition that could make moving around the school building difficult, please contact us as there are many ways that we can facilitate this in school allowing your child to access the majority, if not all their lessons safely.

### **Medical Appointments**

We are aware that there will be occasions where medical appointments will be arranged by the hospital/ orthodontist/ CAMHS and cannot be changed, in these instances, please can you inform the school in advance and provide us with a copy of the letter/email confirming the appointment.

We would also remind you that all routine GP, dental and optician appointments should be made outside of the school day to minimise the disruption to learning.

### **Punctuality**

The school day begins at 08:50 am, any student arriving after this time will have a late mark recorded in the register. At 09:20 am we close our morning register and any student arriving after this time, will have a U code recorded in the register, this means that they were late after the close of registers and this is classed as one session of unauthorised absence.

### **Holidays in Term Time**

Our term dates, including INSET days are published a year in advance and are available on our school website - please see below link to our website

[Bandon Hill Primary School Website](#)

We are unable to authorise requests for holidays in term time, this is in line with guidance from The Department for Education (DfE), who state the following "Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance".

If you chose to take a holiday during term time, this will be recorded as an unauthorised absence, and you will be liable for a penalty notice.

Kind regards,

Mr Haddock  
Deputy Headteacher and Attendance Lead





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Bandon Hill Primary School is proud to be a part of the Greenshaw Learning Trust, which is a charitable company limited by guarantee registered in England & Wales, company number 7633694, registered office Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY