

28th September, 2020

Dear Parents and Carers

REMINDER OF SCHOOL ABSENCE REPORTING PROCEDURES

We recognise that things are difficult at the moment. As a school we value working in partnership with our parents and carers to ensure that pupils attend school. In the current climate we are keen as a school to ensure that pupils miss as little school as possible.

We would like to clarify our absence reporting procedure and to ensure that you were all aware of them. It helps us immensely as a school if you can follow this guidance as we are then able to record your child's absence correctly. When you leave a message please can you leave the reason that they are unwell. If you just say they are unwell, we will need to call you back for further information. It helps us in recording of the absence if you can give clear information regarding the illness.

When your son/daughter is absent from school or will be late due to an appointment, missed bus etc. please call 01264 810555 select option 1 and leave a message. This is independent of the school switchboard so phone calls can be made at any time of day. Messages are retrieved from the voicemail and logged on the attendance computer system. It would be most helpful if messages could be left before 8.30 am where possible. Please call on each day of absence.

If they need to sign in late due to a medical, dental or orthodontic appointment they should have the appointment slip (or a copy) to hand in.

We understand that it is difficult to judge when to keep your child off school at the moment, we hope the flow chart overleaf will help you with this.

Kind Regards

Toni Wilden
Head of School

When your child is unwell:

