



WORKING TOGETHER
SHAPING OUR FUTURE

Reporting a Pupil Absent

If your child is going to be absent from school, please can you contact the school on 01744 678223. You are able to leave a message on our 'Pupil Absence Line' or if you wish you may speak to the school office.

It is important that you contact us on the first day of absence before 9.15am with a reason for your child's absence.

If we do not hear from you a text message will be sent asking for a reason and that absences without a reason will be unauthorised.

School may also request that you provide medical evidence for your child's absence – this can be a prescription, medication or an appointment card from the doctors.

If you would like to discuss your child's attendance, or have any concerns relating to attendance, please contact school on 01744 678223 and ask for Miss Jones (Pastoral Manager) or Mrs Partington (Learning Mentor).

You are able to find our Attendance Policy under Statutory Policies on our website.