



How to report an absence:

- Absences are to be reported daily until your child returns to school
- Please inform the attendance team by telephoning 01603 870328 and chose option 1 to leave a message, either in advance or by 9.00am on the day. (This is a confidential answering service with 24hr access.)
- When leaving a message please give your child's full name, tutor group and a specific reason for absence
- Truancy Call will generate a text message to parents/carers for all pupils where a reason for absence has not been given. If we do not receive a response by the end of the school day the absence will be remain as unauthorised until a reason is received

September 2016