

If your child is ill or absent from School

A parent /carer must inform the school before 9am each day of the child's absence. We will contact parents if we are not informed. Failure to send an explanation will result in the absence being recorded as 'unauthorised'.

To report an absence, call the school on 01384 816395 and choose Option 1 – Attendance. Then leave a message

Please clearly state

- the child's full name
- tutor group
- the reason for the absence and how long you expect the absence to be for.
- who is reporting the absence

The Attendance officer may call you back to clarify the reason for the absence or for further information.