



Forward Together, Together We Succeed

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15th October 2014

Dear Parent/Carer,

Re: Reporting of Absences

I am writing to clarify the procedure needed with regard to reporting your child/children's absence from school.

If your child/children are going to be absent from school, you **must** contact the school before 9am that morning giving a reason for their absence. Otherwise your child will be marked as an unauthorised absence. **All absences need to be rang in every day.**

If your child/children have an appointment, can you please ensure that you provide a card or letter confirming their appointment date and time?

If you have any queries regarding this matter then please do not hesitate to contact me.

Thank you for your continued support,

Yours sincerely

Mrs A E Bolam

Head Teacher

