

April 2015

Dear Parents/Carers

A vital part of our safeguarding procedures is our ability to keep accurate registers of our students' attendance at school.

In accordance with our attendance policy we request that parents contact school if they know that their child will be absent from school. We then update our registers accordingly. Where we have received no message about a child's absence we then try to make contact with the parents to ensure the absence is genuine.

We have recently updated our attendance monitoring system to enable us to text parents of students whose absence from school we need to confirm. This has already proven to be a more efficient way for our attendance officer to monitor daily absence. If you receive a text we would ask you to contact school as soon as you are able to confirm your child's absence. You can do this by simply replying to the text. The messages is automatically saved onto our system. Of course, if you are able to beat the text and let us know first thing in the morning that would be ideal.

Thank you for your help and understanding in this matter.  
Yours faithfully



Mr M A Bonsell  
Director of Learning Communities