



13th May 2021

Dear Parent/Carer,

Reporting Absence Protocols and Safeguarding.

If your child is unable to attend school due to Covid, other types of illness and/or extenuating circumstances, we politely request you inform school each and every day of the period of absence.

If your child does not arrive in school and we have not been informed of why this is the case, you will receive a text message asking you to reply to the school to explain the absence. Please can you ensure that you respond to this free text message service, otherwise we will continue to have concerns about your child's whereabouts.

If we are unable to account for your child then this creates a serious Safeguarding issue.

If you have concerns regarding the information in this letter then please contact Mrs K Roberts (Attendance Officer) on 01978 340947, or your child's Progress Manager.

Many thanks for your help and support in this important matter.

Yours sincerely,

V Brown

Ms V Brown.
Deputy Headteacher

RESPECT HONESTY SUCCESS
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