

23 September 2020

Dear Parent/Carer

Reporting Student Absence

It is really important that every time your child is absent from school we know the reasons why. In order to make this easier for parent/carers we are introducing new ways to communicate with us which means you now do not need to go through the main school number.

The Welling School new telephone number for reporting your child's absent is:

07592 025352

Please ensure that you call by 8.00am in the morning on every day of absence and leave a message (this line is for messages only) that clearly states:

- Child's name
- Tutor group/year group
- Reason for absence (if illness please specify the nature of the illness)

You may, if you prefer, email this information instead using the attendance email:

attendance@wellingschool-tkat.org or text using the **MyEd app**.

Please can I remind all parent/carers that if the school does not have a reason for a child's absence we will call home to confirm a reason. If we are unable to confirm the reason for absence we will log the absence as unauthorised. If parent/carers repeatedly fail to inform the school why their child is absent we will follow up as a child missing in education/safeguarding concern.

If you have any questions or concerns about attendance matters please do not hesitate to contact me.

Yours faithfully



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