

## **Absence Procedure for Years Foundation, 1 and 6**

Parents are reminded that if their child is absent from school they should follow the normal absence reporting procedure (detailed in the Parents' Handbook).

*If a child is absent through illness, a telephone call to School before 0830 on each day of absence giving details is essential. A dedicated attendance line (01223 352073 Option 1) enables parents to call during out-of-office hours and leave a message about their child's absence.*

Alternatively, the absence can be reported via My School Portal.