

Royal Cross Primary School

Lancashire's school for deaf children

Dear Parent / Carer

Contacting school when your child is absent from school

Previously we have asked families to contact school through Class Dojo when children are absent. We have now updated this advice to help the school office order dinners and track absences. It also helps reduce teacher workload by communicating directly with the school office.

From now on please could I ask families that when your child is absent from school you contact the school office directly by phone (text for deaf families) between 8:00 am and 9:00 am to inform school on the first morning that they are absent.

This helps school to register all absences in case of any emergencies and to plan for any dinner changes before 9:30 in the morning. Schools by law must keep an up to date register of all pupils in including absences and reasons for absences.

I know that some families like to send messages with the taxi escort but I'm afraid this isn't enough as sometimes escorts forget and it isn't their responsibility to pass on information about absences. This responsibility lies with the parents.

Parental Responsibility

- Ensure children attend school regularly and punctually
- Contact school on 1st day of absence
- Avoid holidays in term time wherever possible and apply in advance in writing
- Attendance at Annual Review meetings in school

The full absence policy is available on the school website and a copy can be requested from the office.

Thank you for your support in this.

Yours Sincerely



Headteacher

Dated: 30th October 2018