

Please stick me on your fridge/cupboard so I'm easy to find when you need me!



Catshill First School and Nursery Absence Reporting

We continually strive to improve attendance for the pupils in our school as good attendance is linked to future success. In any case of absence, it is a parent or guardian's legal duty to notify school of the reason why. We have increased the number of ways that you can get in touch with us to report a child's absence:

- Our **answering service**. This bypasses reception and enables you to leave a direct message, 24 hours a day, on the answerphone informing us of the absence. The number to call is **01527 872913**.
- **Email** on **office@catshillfirst.worcs.sch.uk**
- **Text message**. Please text **07986 717754**.
- By calling into the school office to speak to a member of staff.

Please note these methods of absence reporting should be used in addition to informing the class teacher.

All absences must be reported by one of the methods above by 9.15am. The information we need is your name, your child's name, your child's class and the reason for their absence. We may still contact you for further information

If we are not informed and we cannot contact you to establish the whereabouts of your child, we may carry out a home visit and, if there is no response, report to the police

Many thanks for your support in this matter.

Please note that these are the standard procedures that you have been provided with previously.

Updated Feb 18

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