



14<sup>th</sup> September 2023

Dear Parent/Carer

**Absence reporting and request for leave**

It is important that you contact the school office by telephone, leave a message or email [nursery@bewdleyprimary.worcs.sch.uk](mailto:nursery@bewdleyprimary.worcs.sch.uk) if your child will not be in school on one of their usual days.

If you are planning a holiday, please collect and complete a 'Request for Leave' form, as far in advance as possible, which you can get from either the nursery office or main school office.

More information can be found in the school Attendance policy on our website. I have included the 'Notifying school of absence' paragraph below.

**Notifying school of absence**

"Where a child is absent for one of the allowed reasons and this is known in advance, parents should provide written notice of the absence prior to the start of the absence. This prior notice will be entered onto the electronic register. Where an absence is not known in advance the parents have a responsibility to communicate the absence to the school on the first day of absence. There is a dedicated option on the school answerphone to leave messages explaining the absence. Office staff will enter the appropriate code for the absence on the child's record. If the illness/reason for absence is such that a longer period of time is needed parents should keep the school informed either by letter or phone calls. Parents may wish to send in a letter to the class teacher explaining an absence, on the child's return. Where notice of absence is not received by 9.30am the school will contact the parents / other contacts by phone to enquire as to the reason for absence. All contacts will be phoned until a reason is established. If no reason is given the absence will be marked as unauthorised. It is important from a safeguarding point of view to ensure that contact is made. If we have safeguarding concerns and are unable to make contact, we may contact other agencies (e.g. police, Social Care) or carry out a home visit."

If you have any queries, please do not hesitate to contact the school by emailing [nursery@bewdleyprimary.worcs.sch.uk](mailto:nursery@bewdleyprimary.worcs.sch.uk) or calling 01299 403 796.

Yours sincerely

**Debbie Carpenter**  
Early Years Lead and Nursery Teacher

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Head Teacher:  
*Mrs. Jane Woakes*