



# Cleeve Meadow School

10<sup>th</sup> November 2020

Dear Parent/Carer

**RE: STUDENT ABSENCE**

I am writing to remind parents that when your child is unable to attend school for any reason you must call the school office by 8.30am to report your child's absence. We now have an absence line set up so that you can leave a message if you are calling out of hours. The number is the same number, 0208 269 6523, and you press option 1. Please leave a clear message with your child's name, the reason for absence and a potential date of return.

As a parent/carer with parental responsibility it is your legal obligation to notify the school on the first day of your child's absence and each day thereafter whilst your child is unable to attend school, unless we are aware of a period of prolonged absence.

Please note that if your child comes to school by the Borough transport and you have told them, you will still need to alert us of your child's absence.

Unfortunately, if we do not hear from you regarding your child's absence they may receive an unauthorised mark on the register and a referral to the Educational Welfare Officer.

Thank you for your continued support.

Yours sincerely

Paula Smith  
**Deputy Head of School**

[www.cleevemeadow-tkat.org](http://www.cleevemeadow-tkat.org)

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