



Our Ref: KGR/CBO
14 March 2023

Dear Parent/Carer

Re: Improving Attendance

As part of our drive to improve attendance across the school and to ensure the safety of students, we are adapting our systems of notifying parents/carers when their child has a suspected absence.

To ensure that parents are notified as early as possible that their child may be absent, we will now be sending text messages to parents advising that their child has not yet registered in that session (i.e. morning or afternoon).

To send these messages as early as possible, they will be sent **before** all absence line messages, PMX notifications and emails have been reviewed so please accept our apologies in advance if you receive a text message when you have already notified us of your child's absence.

We recognise that receiving a text message suggesting your child is absent may be alarming if you believe that they are in school. If this is the case, we would ask that you try to establish your child's location and if they are in fact in school, please reiterate with them how important it is that they register on time with their form tutor and class teachers so that we do not worry you unnecessarily.

Following text messages being sent, telephone calls will then be made to parents/carers and other contacts whose details have been provided by you for your child. Please therefore do update us at the school if your telephone number or emergency contact details change.

Many thanks in advance for your support with the above.

Yours faithfully

K Greenwood

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