



CONCORDIA
ACADEMY



Monday 29 January 2018

Dear Parent or Carer

We have had a number of instances recently where parents have not communicated their child's absence to the school office. Our Attendance Policy states that all parents are obliged to inform the school via a phone call by 9.30am at the latest if their child is going to be absent for the day, as well as giving the reason for that absence.

When we receive late or no communication for a child's absence we mark in the register that this absence is unauthorised. A number of unauthorised absences triggers a referral to the Local Authority Attendance Officer.

However, when we receive a phone call informing us of the absence then we can authorise the absence as long as it meets criteria set out in the Attendance Policy, for example, illness.

Please ensure you call and inform us of all absences by 9.30am each day. Your support in this matter would be appreciated.

Yours sincerely

Raheel Akhtar

Headteacher

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