

NEW SYSTEM FOR REPORTING ABSENCES

Dear Parents/Guardians

Please note that we have updated our system for reporting absence. Please telephone 01749 813393 and press number 1 for attendance to report your son/daughter absent from School. Please leave your son/daughter's name, their tutor group, and a brief description of why they are absent.

- Alternatively please email absence@sexeyss.somerset.sch.uk or complete the illness certification form <http://www.sexeyss.somerset.sch.uk/parentalinfo/sickness-notification>
- **Periods of absence via voicemail/phone call must be followed up in writing either by an email or a letter from a parent/guardian on their child's return.**
- If your son/daughter is unwell it is vital that parents notify the School each day they are unwell, before 10.00 am. Your son/daughter's absence will be marked as unauthorised until parents/guardians have provided their child with a written explanatory note for their absence. (A sickness absence cannot be authorised until an explanatory letter has been received).
- For planned absences from school or lessons, such as dental/medical appointments or other legitimate reasons, parents/guardians should provide an appointment card from the dentist/hospital etc. If a note or a card is not produced then the absence will not be authorised.
- All absences will be marked as unauthorised if no communication from parents/guardians has been received. The School is required to inform the Local Authority if a student fails to attend school for 10 sessions in any 12 week period **(for lower school only)**.
- Permission for your child to be absent for any other reason than illness or medical please download the term-time leave form available on our website.