

## Attendance Procedure - Pupil Illness

Phone KGS (872102) by 9am



Choose option 2 (report a pupil absence)



Leave a message with your child's name and class

**If you have not reported a pupil's absence:**



A text will be sent to you as a reminder



Contact KGS (872102)



Choose option 3 (speak to Office staff)

**If we have still not heard from you:**



Another text will be sent as a second reminder



If no reply received, pupil's absence will be marked as truancy

### **Other Absences (not illness)**

- There may be other reasons which mean your child cannot attend school (eg bereavement, parental illness), please inform the school office directly of this (do not leave a message on the absence line).
- If you know that your child will be off school, for example if they have an appointment or important meeting to attend, please inform the school office (do not leave a message on the absence line).
- If you are going on holiday you should write to the Head Teacher beforehand asking for permission and the absence will then be recorded appropriately.