

## **Absence**

If your child is absent for any reason please telephone the school on 01494 815211, select option 1, and leave a message on the answerphone. This should be reported **every day** of the absence (this also applies to an absence for part of the day). Please follow this up with a note on their return. Alternatively, you may email the Attendance and Welfare Officer:

[valdred@swr.school](mailto:valdred@swr.school)

Please always state your name, pupil's full name and Form number, plus a brief reason for the absence.

If we have not received a message reporting the reason for absence by 10.00am you will receive a text saying "Your child was not in registration" that morning. Please respond to this by ringing the absence line as outlined above or replying to the text message. Your child will be expected to catch up with missed work upon their return.

If we do not receive a reason for your child's absence, the school will mark this as unauthorised.

## **Dental/Medical appointments – advance notice**

If you know in advance of your child's absence from school on specific days, (for dental/medical treatment or for family reasons), prior notice should be given to the Attendance and Welfare Officer.

## **Leave of absence**

If you wish to apply for leave of absence, this application should be made at least one month in advance directly to the Head on the appropriate form (which is available to download [here](#) or from the Attendance and Welfare Officer). Please note that the granting of absence during term time is entirely at the discretion of the Head and is only made in exceptional circumstances.

## **Contact**

For further information or queries, please contact the Attendance and Welfare Officer via email:

[valdred@swr.school](mailto:valdred@swr.school)