



Willenhall Community Primary School

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The
Affinity
Federation

7th September 2021

Dear Parents and Carers,

Following the last 18 months of disrupted learning it is now vital that your child has every opportunity to access consistent education and so ensure their future success. Therefore, school will be monitoring attendance rigorously and acting quickly to address any absence.

If child has to be absent the following procedures must be adhered to:

It is **your responsibility** to inform the school of the reason for any absences.

- If your child is absent from school you **must** contact the school no later than 9.30am on each day of the absence, giving a clear reason for absence. Please call on 02476 302004 to leave a message on the absence voicemail facility.
- Alternatively you can text the school via Willenhall CPS InTouch (07860 040113) from your mobile or email us on 3313438@sims-communications.co.uk
- If your child is absent due to illness you **must** give details of the child's illness, for example: vomiting, tonsillitis, diarrhoea. Unwell, poorly or ill is **not** a valid reason and will be recorded as an **unauthorised** absence. **All sickness only requires 24hrs from the last episode not 48 hours.**
- Absence reasons reported to the school **after the day of absence will remain unauthorised.**
- Please be aware that the school will carry out an **unannounced home visit** if we have not had a reason for absence or if we have concerns regarding your child.
- **On the 3rd day on illness** you will need medical evidence in order for the absence to be authorised.
- High levels of absence could mean that medical evidence is requested for each occasion that a child is absent from school.
- Unauthorised absence could lead to a Penalty Notice being issued by the Local Authority

If you have any queries regarding any of the above please feel free to contact the school. All staff are here to support and work with parents/carers so please do not hesitate to ask for help if a problem arises.

I am certain that you will support the education of your child and together we will work towards a successful and happy future.

Yours faithfully

Ms. L Knowles
Head Teacher



Ambitious young minds are the future leaders of our community

