

The Island Project School

Diddington Hall
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West Midlands
CV7 7HQ



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Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands

16th September 2014

Dear Parents/Carers

pupil absence

If your child is absent through illness, can I please ask that you phone the main school number and report to the School Office as they are responsible for compiling details of pupil absence which then has to be reported to the Local Authorities.

Please do not text messages through on staff phones as we cannot guarantee that these will be received due to reception issues at Diddington Hall and changes/swaps to internal phone numbers as mentioned previously. Also, we cannot guarantee that emails will be accessed in a timely manner as Unit Heads and managers often have to attend meetings which mean that they cannot always access emails at the start of the day and/or report back to School.

New legislation around pupil absence came into effect on 1st September 2013 and the parent packs which were previously provided to all parents when their children joined the School did state that:

1. The School should be notified if a child is unable to attend; and
2. That a letter confirming the reason for absence should be sent in the next day

Due to the changes in legislation, and as a matter of good practice regarding safeguarding, when you ring in to report absence, you will be asked the reason for the absence, and this will then be recorded on your child's pupil file. Could you please also ensure that you do send a letter in when your child returns to School confirming the reason for the absence, and the number of days your child was absent for.

The School Office has instructions that they are to chase parents for any missing details so that we can ensure our records are up to date and compliant with good practice and safeguarding guidelines.

Kind regards

Yours sincerely

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