



Shacklewell Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Rory McGrath

Monday 14th March 2022

Dear families,

We appreciate your efforts to bring your children to school on time everyday. However I would like to take this opportunity to remind you that you must call the school office by **11.00am** to report a child's absence.

Every absence has to be classified by the school as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required.

Authorised absences are periods away from school for reasons such as illness, medical appointments, emergencies or any unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and may include:

- No reason provided for the absence
- Failure to contact the school on the first day of absence
- Shopping, hairdressers and day trips
- Birthdays, weddings and other family parties
- Failure to produce medical evidence due to illness when requested

If no contact is made with the school on the first day of absence, the school may be required to carry out a home visit. We appreciate your cooperation in this matter.

Yours sincerely,

Hannah Mahony

Attendance Lead