



11th September 2023

STATION ROAD KNOWLE SOLIHULL B93 0PT
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Dear Parents/Guardians

Absence Reporting Update and Reminders

To aid with the process of recording daily student absences, with immediate effect we would ask you to report your child's absence by **8.30am each day**.

As a reminder, here are our attendance reporting guidelines:

Reporting Absence

For safeguarding purposes, absences should be reported every day, before 8.30am

Our preferred method of absence reporting is via Edulink.

The number for the Absence Line is 01564-773348, menu option 1. Please refrain from sending text messages to this number.

(There is no need to use both Edulink and the Absence Line – this is an unnecessary duplication)

The Absence Line will ask you to say (1) your name, (2) your child's name, (3) your child's form and (4) the reason for their absence.

Upon return to school, your child must bring with them a note to confirm/further explain the reason for their absence.

We are no longer accepting absence notifications via email to the absence@ and office@ email accounts – please advise us via Edulink or by telephone.

Leaving School for Appointments

If your child has to leave during the course of the day, for any reason other than unexpected illness, the teacher will expect to see an appointment card or letter from a parent/guardian. Permission will then be sought from a senior member of staff.

Your child must then be collected by a parent/guardian and signed out in the 'Signing In and Out Book' in Reception. It is very important that you sign this book. Upon return to Arden, the child must be signed back in, in the same book again.

For absences where we have not received written confirmation from the parent/guardian (with a supporting appointment card/letter where applicable), we will mark the student's absence as unauthorised.



Please also note that during the school day, students are not permitted to leave school to make their own way home/to appointments; they must be collected by a parent/guardian/named contact from Reception.

Leaving School due to Illness/Injury

If your child becomes unexpectedly ill or is injured during the day, you will be informed by a member of staff and your child must be collected by a parent/guardian/named contact and the Signing In and Out Book filled in.

Students are not permitted to report their own illness to a parent/guardian using a mobile phone; they should present themselves to a member of staff or go to Reception.

If they are still unwell the following day, then you must advise us via Edulink or calling the Absence Line to report this.

Many thanks

Mr Burke

Deputy Headteacher