24 November 2017

Dear Parents

**Nursery Attendance & Absence Reporting**

We have recently seen an increase in unexplained absences within Nursery. We do understand that there may be occasions where your child needs to be absent from school, through illness for example.

We would like to take this opportunity to remind you of the school absence procedures:

- If a child is absent from school, parents should contact the school office on the **1st day of absence** to inform us of the reason for absence.
- Parents are expected to maintain contact with the school throughout the absence.
- If staff are unable to make contact with parents or ascertain the reasons for a child’s absence this will be followed up in writing and may be referred to Mrs Sierzega - Attendance and Welfare Officer.
- Any absences that remain unexplained for **two weeks** will be classified as unauthorised absences.

Absences can be reported via the following methods:

- Telephoning the school office on **0121 779 5667** (by 9am for AM Nursery, or 1pm for PM Nursery)
- Emailing the school office at **absence@mgis.org.uk** – emails must contain the following information:
  - Child’s name
  - Reason for absence
  - Expected/estimated return date (if known)

Thank you for your support.

Yours sincerely

Beverley Elliott
Headteacher