



**Tattershall Primary School**  
*Believe, Achieve, Succeed*

Tuesday 5<sup>th</sup> December 2023

### **Absence Reporting**

Dear Parents and Carers

I am writing to remind you of our expectations in relation to absence reporting. If your child is absent from school it is imperative that you contact the school **on the day of absence before 9:20am**. You can call the school office on 01526 342045 or email [enquiries@tattershallprimary.lincs.sch.uk](mailto:enquiries@tattershallprimary.lincs.sch.uk). Please make sure you give the reason for absence with your message. You must report your child's absence each day they are absent (or as agreed with a member of staff during the first contact made).

It is vital that parents and carers contact us when their child is absent as otherwise this becomes a safeguarding concern as your child's whereabouts and welfare is unknown. This may result in a welfare check being made at your home if contact cannot be made.

Thank you for your cooperation.

*Lyndsey Wood*

Headteacher

