

Economy and Skills

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Our Ref: AW/JW

To: Parents/Carers

Dear Parent/Carer

PUPIL REGISTRATION IN SCHOOLS/ATTENDANCE AT EARLY CHILDHOOD CENTRES

The Educational and Social Services Department has robust attendance and absence procedures in place for schools and early childhood centres. We are writing at the start of the new school session to remind you of these procedures.

We would ask you to support these procedures as they seek to ensure that your child(ren) is/are safe. Your co-operation is essential in ensuring that these procedures are effectively carried out in the interests of your child.

It is essential that **accurate home and emergency contact details are kept up to date**. Thus, we would ask you to ensure that the school/early childhood office has the relevant contact details for you; we would also ask you to inform the office in writing, immediately, of any change (this can include mobile phone contact details).

The absence procedure adopted reinforces the need for parents and carers to make contact with the school/early childhood centre, by telephone or in person, **before 9.15am on the morning of any absence**, to inform the school/early childhood centre of the reason for non attendance. Please be aware that if the school/early childhood centre has not heard from you it is liable to make contact with you when your child is absent. For children attending early childhood centres in the afternoons, parents/carers should contact the early childhood centre no more than half an hour into the session. Parents/carers of school aged children will be expected, as usual, to send a letter confirming this information.

We are sure you will appreciate the reasons for these revised procedures and will work in partnership with us to ensure the safety of your child(ren). If you have any questions about the above, please contact your school/early childhood centre. **Please complete the form below and return direct to your school/early childhood centre.**

Yours sincerely

A handwritten signature in black ink that reads 'Alan Ward'.

ALAN WARD

COUNCIL HEADQUARTERS
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