



Murray Primary School

Attendance - Reporting Your Child's Absence

Guidance for Parents and Carers

If your child is unable to attend school for any reason you must let the school know. It is the responsibility of parents and carers to make contact with the school regarding an absence. There are various ways to report the absence.

Telephone

1. Phone the school office, **ideally before 9.00am** on **01355 222566** and choose from the following options.

Option 1: Leave a message on our answering machine to report your child's absence.

Option 2: Speak to a member of office staff from 8.15am to report your child's absence.

Email

2. Send an email to the school office to report your child's absence.
gw14murraypsoffice@glow.sch.uk

In Person

3. Inform us in person at the school office.

You must give a reason for your child's absence and inform the school of the date you expect your child will return to school. This will avoid you being contacted unnecessarily.

N.B. If we have not had confirmation of your child's absence, we will send a text message informing you of their absence and requesting that you contact us to confirm the reason for the absence.

Please do not email the class teacher to report an absence. Please ensure that your email is sent to the school office.

If you are unsure of how many days your child should not attend school due to an illness, please seek advice from the NHS website.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school>

Parents and carers must work in close partnership with the school to ensure the safety of our pupils. By contacting the school to inform us of your child's absence you are confirming that your child is safe and at home. Please do not hesitate to contact us if you would like to discuss any matters relating to your child's attendance at school.