

Dear Parents/Carers

Please be advised that from Monday 15th May, if your child does not have their registration mark by 9.30am and we haven't received information from yourselves as to why this is, we will be sending out an absence text message notifying you of this and asking you to contact school to explain a reason for their absence. Unfortunately there isn't the facility to reply to the text message.

The procedures to follow to notify school of your child's absence are detailed below. We will of course continue to make absence phone calls daily.

May I take this opportunity to ask you to remind your child that if they are late to school for any reason that it is imperative that they sign in at the Student Services Office to ensure that they get their mark.

Thank you for your continued support.

NOTIFYING SCHOOL OF YOUR CHILD'S ABSENCE

Ring the school on 0161 773 2052 and selecting OPTION 1, from there you will either speak with our Attendance Administrator or leave a message

Emailing school on absence@theheys.school

Kind Regards

Attendance Team