



Steps to Inform School About your Child's Absence

1. **Call School**
 - Contact our school office every day your child is absent, unless school advise otherwise.
 - Contact must be made before 9am.
 - Use our school's main phone number 0191 300 0505 and select option 1 to report student absence.

2. **Provide Details**
 - Clearly state your child's name and year group.
 - Explain the reason for absence (e.g. illness, family emergency).

3. **Specify Duration**
 - Let school know how many days your child will be away, if known.

4. **Notify Early for Planned Absence**
 - If the absence is planned (e.g. holiday or appointment), please inform the school ahead of time.