



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.