

17<sup>th</sup> December 2025

Dear Parent/Carer

We are writing to inform you of an important change to the way we record attendance for students in Year 12 and Year 13.

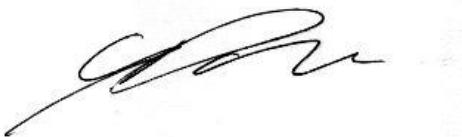
Currently Parents/carers are required to complete the online Absence Form daily before 08:30 for any student absence. From 5<sup>th</sup> January 2026, the parent/carer must now notify the school on the first day of their child's unplanned absence by 8:30am or as soon as practically possible by calling the school on 0116 2413984 (option 1) and reporting the absence.

- You should be prepared to give a specific reason for your child's absence.
- There is no longer a requirement to complete the online Absence Form.

This change is designed to make communication quicker and more effective, ensuring that we have accurate information about student attendance.

Thank you for your continued support in helping us maintain high standards of attendance and safeguarding.

Kind regards,



Christopher Dakin

Assistant Headteacher