

DEALING WITH ABSENCE

How do I contact the school?

WEDUC

You can report an absence by simply visiting the child's profile section. A message can be sent via Weduc to L Graham, J Creese or Perry Wood Office.

SEESAW

A message can be sent via seesaw to **L Graham** or **J Creese** before **9.30am**.

PHONE CALL

A phone call can be made to the school office on **01905 354800** between **8am and 9.30am**.

What happens if I don't notify the school of an absence?

FIRST DAY

On the first day parents/carers will be phoned and messaged by the school office staff.

SECOND DAY

On the second day if no contact has been made, a home visit will be made.

PROCEDURE

Each Monday a Weduc message will be sent to ask for a reason for N (No Reason Given) codes from the previous week. If no notice has been received after 1 week, a letter will be sent. If no reason is given by the end of the second week the code will be changed to O - unauthorised.