



Bishop Wordsworth's School

Exeter Street, Salisbury, Wiltshire SP1 2ED

Telephone: 01722 333851

Fax: 01722 325899

E-mail: admin@bws.wilts.sch.uk

Website: www.bws-school.org.uk

Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

16 December 2016

Dear Parents/Guardians

PROCEDURE FOR REPORTING ABSENCE

It is important for us to know if a student is not going to be attending school. Therefore, would you please telephone 01722 333851 and press option 1 to leave a message clearly stating:

- Your son's name
- Tutor group
- Reason for absence – "ill" or "unwell" is not sufficient detail

Alternatively you can send an email to:

- rec@bws.wilts.sch.uk

The sooner you are able to leave a message the quicker staff will be aware of your son's absence; attendance is recorded electronically on the students' system by our attendance team for all teaching staff to see.

Please do this **every day** your son is going to be absent.

If your son is going to be late into school - for example, because of a medical appointment first thing - please contact us in the same way. He then must sign in at Reception when he arrives at school.

Permission for a student to be absent from school for part of the school day to attend medical appointments/music exams should be requested as far in advance as possible. This can be done by sending an email to rec@bws.wilts.sch.uk or leaving a message on the absence line 01722 333851 (option 1) or writing a letter.

Your son should sign out/in at Reception.

We no longer require a written note to confirm absence but to meet our safeguarding requirements we may on occasion contact you to confirm reasons for absence.

For holiday absence or religious festivals please use the Absence Request Form which is available on the school website: www.bws-school.org.uk, under the **Parents** menu and then **Useful Documents** and email to rec@bws.wilts.sch.uk who will forward it to the relevant Head of School.

Yours sincerely

S D Smallwood
Head Master