



Tuesday 2 June 2020

Ref: 02062020Covid-19 Absence Reporting Procedures KHrp

Dear Parent/Carer,

Covid-19 Absence Reporting Procedures

If you have accepted a place for your child to attend and they have not arrived for school, please can we remind you that you need to follow the absence reporting procedures as usual. This can be via the absence reporting line, via ParentMail or by emailing info@stmonicapprimary.co.uk.

Please provide us with details of the reason for your child's absence, whether this is your decision to keep them at home for other reasons or if they are unwell, with or without Covid-19 symptoms.

We would like to take this opportunity to say that no fines will be actioned during this period and there is no expectation on parents to send their child to school. However, we do require your support in assisting us with following all measures to keep our pupils and staff safe. Absence reporting is an imperative action in this process and we still must comply with the Local Authority in reporting our attendance data to them daily.

If a child presents with Covid-19 symptoms or a member of their household, this must be reported to the school so the Local Authority can be informed and the relevant actions complying with our risk assessment can be adhered to.

We appreciate your support with this matter.

Kind regards

Mrs Hunter

Attendance and Family Support Officer

St Monica Primary School, Bay Road, Sholing, Southampton, SO19 8EZ

Tel: 023 8039 9870 **Email:** info@stmonicapprimary.co.uk

Website: www.stmonicapprimary.co.uk

Interim Headteacher: Mrs. Nicky Cunningham

