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Bedfordshire  
LU5 5PE

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01582 863516

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**Head Teacher:**  
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Mr Chris Gunning

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*'Empowering children through sustainable, diverse, arts-enriched education'*

## HOW TO REPORT YOUR CHILD AS ABSENT

Parents/carers will be required to report their absence via telephone between 08:00am-09.00am

01582 863516 - select OPTION 2 – if you are phoning before 08.00am please leave a voice message

This must be done each morning unless we have stated otherwise during your first report.

You are expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

When reporting your child as absent please also inform us if you have pre-booked a school meal via HCL and we will inform the kitchen (and cancel your fee for the day if applicable)

You can cancel your child's meal online before 8.45am.

Where a pupil is absent, and their parent/carer has **not** contacted the school by 09:00am Thornhill Primary will then contact the parent by text message or phone call as soon as is practicable on the first day that they do not attend. If we have not received contact from a parent/carer then your child's absence will be unauthorised.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use when entering the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness or if the child's attendance is below 90%.

