



15/10/21

Dear Parents/Carers,

**Re: Unauthorised absences**

Following quite a high volume of unreported absence recently and learners leaving school for appointments, this is just a gentle reminder that your child's absence from school will be recorded as an **unauthorised absence** unless:

- Parents/carers call the school on the same day with an acceptable reason for the absence with an estimated date for return.
- Parents/carers provide evidence of a medical or other appointment and collect their child from reception with the evidence.

Please be aware that all truancy or absences not approved by the academy will be recorded as an **unauthorised absence** and concerns around persistent absence may lead to the Local Authority seeking improvement via legal action.

If you need any support or advice about your child's attendance at school, please contact Miss Louise Sadler, Senior Attendance Officer via [lsadler@beaconhillacademy.org.uk](mailto:lsadler@beaconhillacademy.org.uk) and she will be happy to help.

Many thanks in advance for your support with ensuring that all learners at Beacon Hill Academy maximise their attendance and reach their full potential.

Yours faithfully,

**Miss L Sadler & Mr A Lynch**  
**Senior Attendance Officer & Assistant Principal**