



**Leventhorpe**  
a business and enterprise academy

9 November 2020

Dear Parent/Carer,

**Reminder Student Sickness/Absence Procedure for years 7 - 11**

Please use the following email address for any absences, including sickness, holiday notification and medical appointments [absence@leventhorpe.net](mailto:absence@leventhorpe.net). You can alternatively leave a message on the Absence line on 01279 836633 stating name of student, form group and reason for absence.

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **8.45** or as soon as practically possible. and the register will then be marked accordingly. Emails/calls can only be made by a Parent/Carer on behalf of their child. A student is not permitted to email/call in to report absence themselves even if they are 18 or over. If it is suspected that a student has self-authorized then further clarification will be sought from a Parent/Carer.

Thank you in advance for your help in this matter.

Mrs Howard  
Attendance Officer