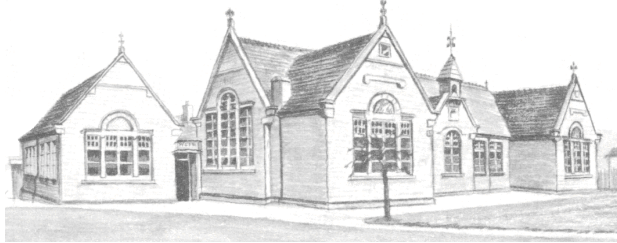


BEDFORD ROAD PRIMARY SCHOOL  
Hillgrounds Kempston Bedford MK42 8QH  
Telephone: 01234 851011



**Headteacher: Mrs L J Gould**  
**E mail: [office@bedfordroad.school](mailto:office@bedfordroad.school)**

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25th June 2021

Dear Parents and Carers,

### **REPORTING ABSENCE FROM SCHOOL**

As you may be aware, since the departure of Mrs Holden, I have taken on responsibility for attendance. I have been looking at processes and procedures and would like to remind you of the requirement to contact the school office on the first morning that your child is absent from school. By doing this it will ensure that the correct reason for your child's absence is recorded. Please ensure that you call the school office by 9:00am on the morning of your child's absence. If there is no answer when you call, please leave a short voicemail on the answering machine, giving your child's full name, class and the reason for their absence. If you are unable to call you can use our new online service at the following link:

<https://forms.gle/A2rmhvGc6SMoFaqp7>

If your child is absent and we have not received an absence call, this will be followed up either by myself, Mrs Gould or a member of the office team.

Medical appointments should still be evidenced directly with the school office. Please send a picture of your child's appointment information to [office@bedfordroad.school](mailto:office@bedfordroad.school)

The school staff and I really appreciate your support after so much disruption over the last year and clearly we want to ensure that all the children are in school every day to help support their learning and wellbeing.

Your sincerely

Mrs Cheryl Williams  
Deputy Headteacher