



Ryders Green Primary School

Claypit Lane, West Bromwich,
Sandwell, West Midlands B70 9UJ
Tel: 0121 553 0658
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www.rydersgreenprimary.co.uk
Contactus@rydersgreen.sandwell.sch.uk

Head Teacher: Miss L Blackmore
♦ Ba (Hons) ♦ QTS ♦ Pg Cert ♦ AST

Our Ref: PSA/AB
Date: JANUARY 2017

Dear Parent/Carer

We would like to take this opportunity to share with you some direct information regarding school attendance.

Absence from school

If a child is unfit to attend school, parents/carers must contact the school on **every day of absence before 9.30am.**

You can contact the school in any the following three ways –

- Contact the school on 0121 553 0658 and speak to the school office.
- Contact the school on 0121 553 0658 and leave a message by pressing '1' for student absence.
- Contact the school by text message on 0121 285 1043 leaving your child's full name, class and reason for absence. Text messaging the school from abroad does not always work, therefore please contact the school by telephone.

Please note that 'not well' is not a reason and your child's absence will not be authorised. We need to know the exact reason for the absence. If you fail to contact the school on the first day of absence and we cannot make any contact with you, we will not authorise the absence.

All absences whether authorised or unauthorised will have an impact on your child's attendance.

Thank you for your continued support.

Yours sincerely

Angela Bradford
PARENT SUPPORT ADVISOR

