

Dear Parents/Carers

Student Absence

Please could I remind you that if your young person is not in school for any reason, it is vital that you contact the school office by 9:15am each day to advise us of the reason for their absence. This is in accordance with Bracknell Forest Schools Policy.

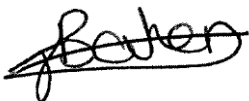
We have to keep a strict record of all absences from school and, unfortunately, failure to notify us will result in your young person being marked with unauthorised absences. These absences are regularly monitored by Bracknell Forest's Education Welfare Service.

Also, if your young person is unwell and likely to be absent for more than one day, it is extremely helpful if you could contact us each day they are absent by 9:15am. Please also advise us when you expect them to return to school.

Please do not ask your young person's escort or driver to pass on information to class staff as this is not always a reliable form of communication.

School can be contacted by telephone on 01344 483872. A message can be left out of hours on our answer machine. You can also contact the school by email at secretary@kennellaneschool.com.

Yours sincerely



**Jenny Baker
Head Teacher**

Headteacher:

Asst Head, Primary:

Asst Head, Support & Intervention/DSL:

Asst Head, Secondary:

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