



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



23rd November 2021

Dear Families,

Re: Attendance – reporting Absence and COVID

We are always looking at ways to improve our attendance systems and listen to feedback from parents. Reporting your child's absence should be via the absence line (option 1 when you call the school number) or via schoolcomms by 8:50.

The office are receiving a high number of emails from parents reporting their child's absence. Whilst we thank parents for communicating with the school, due to the high volume of emails the school receives these emails are not always picked up. Therefore we have introduced a new attendance email address: attendance@williamharding.school

Reporting attendance moving forward, please can you ensure you have reported your child's absence each morning by **8:50** using one of the three methods:

- Leaving a message on the absence line (option 1 when you call the school)
- Sending a message on schoolcomms
- Emailing the attendance email address attendance@williamharding.school. *(Emails sent to the office email may not be picked up during the morning attendance checks, and a call home / home visit may be conducted if we do not receive communication via the methods listed.)*

When reporting an absence please ensure you provide the following information:

- Child's full name
- Child's class
- Reason for absence

If the message left is not very clear of further clarification is needed you may receive a call from the FLO team. Parent's **must** report their child's absence daily unless agreed by the FLO team. If we have not received a message for your child's absence all numbers on the emergency contact list will be called and if there is no answer a home visit will be conducted. Home visits will also be conducted if a child is absent for a long period of time.

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



If your child is displaying symptoms of COVID, they must remain at home and have a PCR test. You must then email the school a copy of the negative or positive result before your child can return to school.

The main symptoms of COVID 19 are:

- A high temperature
- A new continuous cough
- A loss or change to sense of taste or smell.

NHS advice is that if children are displaying symptoms of COVID 19 even if they are mild, they should book a PCR test and remain at home. Further advice can be found here: [Coronavirus \(COVID-19\) symptoms in children - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-in-children/)

If you have any questions about your child's attendance, please do not hesitate to contact a member of the FLO team.

Yours faithfully,

Mrs Bone

Lead Family Liaison Officer

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