



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

WILLIAM HARDING SCHOOL

Hazlehurst Drive, Aylesbury, Bucks. HP21 9TJ

Phone: 01296 421733

E-mail: office@williamharding.school

Website: www.williamhardingschool.co.uk

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



27 May 2022

Dear parents and carers,

Re: Reporting pupil absence

If your child is absent from school, please use the following methods to report your child's absence:

- Using the absence line (option 1)
- Via schoolcomms
- Via the attendance email – attendance@williamharding.school

By using the methods above the FLO team will be able to promptly complete morning attendance procedures. Please **do not** email the main school office regarding attendance as the FLO team do not have access to this email. Failure to report your child's absence, may result in the FLO team conducting a home visit.

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

Kind Regards

Mrs Bone
Lead Family Liaison Officer

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

