

26 May 2023

Dear Parent / Carer

RE: Important Procedural Change – Daily Attendance Reporting

I hope that this letter finds you and your family well.

I am writing to you today to provide you with details of an important change to the way in which we are asking parents / carers to report student absences to the academy.

As part of our wider parental feedback exercises, it has become clear that some parents / carers feel that it can be difficult to get through to the attendance team on a morning to report student absences. As a result of this feedback, we are pleased to introduce a new online form for reporting absences, which will become available after half term.

The 'Student Attendance Absence Reporting Form' can be found on our website (www.farnley.leeds.sch.uk/) next to the 'Tell Us' button at the top of the page.

Alternatively, the link below can be used.

[Report Student Absence \(office.com\)](http://Report Student Absence (office.com))

It is exceptionally important that all planned / unplanned absences are reported using the above form. Additionally, please be reminded that absence must be reported daily.

If you have any questions in relation to the above, please contact the Attendance Officer for your child's year group, in the first instance.

Your continued support in ensuring your child attends school regularly is greatly appreciated.

Yours faithfully



Miss C Loveday
Assistant Principal