



HIGHLY
COMMEDED
SCHOOL/COLLEGE
OF THE YEAR
2021

UK
Social
Mobility
Awards™

Head of School: Mr P Marano
Acting CEO: Mr P Weir

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12th November 2021

IMPORTANT - REPORTING STUDENT ABSENCES

Dear Parent/Carer,

As you are aware, we rely heavily on the support of our parents to ensure that all pupils at Tile Cross Academy have regular and punctual attendance. We have the collective aim to ensure we improve our attendance and punctuality after what has been a difficult time with the pandemic.

However, since our return after the summer holidays, we have noticed a trend of some parents failing to inform the school of a child's absence. Can I remind everyone, that it is your legal obligation to notify us of the reason for your child's absence from school. Our Attendance Clerk is having to spend vital hours every morning, calling most of the absent students and this is wasting valuable time for the attendance team.

If your child has a valid reason to be absent from school, you must do the following:

- Call the school on 0121 566 6400
- Press 1 for Attendance – PLEASE GIVE YOUR REASON FOR ABSENCE TO THE ATTENDANCE CLERK

IMPORTANT – if you are unable to get through to the Attendance Clerk, YOU MUST LEAVE A VOICEMAIL MESSAGE.

All calls reporting student absences must be made before 08:40.

Thank you in advance,

P. Marano