



Reporting Absence

Dear parent/carer,

If your child is not going to be in school, for whatever reason, you **MUST** ring and let us know **BEFORE 08:45**.

To do this, call school on **0161 834 9529** and follow the instructions given. You will hear the following message:

"Welcome to Abbott Community Primary School.

If your child is not attending school today and you wish to report their absence, please PRESS 1. (Leaving their name, class and reason for absence)

If you'd like to speak to the main office about anything else, please press 2 "

Yours Sincerely,



Miss Wilson

head@abbott.manchester.sch.uk



IT IS VITAL THAT YOUR CHILD ATTENDS SCHOOL – PLEASE REMEMBER THAT NO HOLIDAYS ARE TO BE TAKEN DURING TERM TIME.
NO AUTHORISATION WILL BE GIVEN UNDER ANY CIRCUMSTANCES