



Abbott Community Primary School

"Aiming high to achieve success!"

Head Teacher: Miss P. Wilson

Livesey Street
Collyhurst
MANCHESTER
M40 7PR

Telephone (0161) 834 9529

Fax (0161) 839 4355

Email: admin@abbott.manchester.sch.uk

Website: www.abbott.manchester.sch.uk

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.

To report your child absent, you must speak to, or leave a message for, Janet our Attendance Officer.

If there is no answer, please leave a message with your child's name, class and the reason why they are absent.

To do this, please press 1.

For all other enquiries, 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**