



**KING'S PARK  
ACADEMY**

High Expectations Lead to High Achievers

18 November 2020

Dear Parents/Carers,

Please be advised of correct procedures to follow when your child is absent from school.

As a school it is vital that we know when your son or daughter is going to be absent from school. We ask that all parents inform the school of absence before 9 am via the attendance line 01202 395138 (option 1) or by emailing [absence@kingspark-academy.co.uk](mailto:absence@kingspark-academy.co.uk)

If your son or daughter has a medical appointment, please send in a copy of appointment letter before the day of appointment or on return from appointment to enable the absence to be recorded correctly. Please note that medical appointments will only be authorised for a half day, unless it is deemed necessary for a full day due to the nature of the appointment or distance travelled. We do ask that where possible, medical appointments should be made for after school hours.

Groupcall is sent to parents of those students who are marked absent during morning registration. It is essential that parents respond to this text to enable us to know whether student should be in school or is absent due to illness or appointment etc.

If we do not receive a reason for absence, parents will be sent a follow-up letter asking for a reason for absence. If a response is not received within 2 weeks, the absence will be recorded as unauthorised.

If a student has had to isolate owing to a Covid related matter, please ensure that the school is notified immediately and that your child does not return to school until you have received a negative test or isolated for the required period. Please also be aware that if one of your children has symptoms, any siblings should also be isolating.

Thank you for your ongoing cooperation.

Best wishes,

Lauren Dean  
**Principal**

King's Park Academy  
Sian Thomas, BEd (Hons), CEO - AAT  
Alexandra Prout, BA, Director of Primary Education  
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