



# HAYES SCHOOL

West Common Road, Hayes, Kent, BR2 7DB

Executive Headteacher: Mr S J Whittle M.A. (Cantab), NPQH

Head of School: Miss C A Thompson BEd (Hons), M.A. NPQH

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Our ref: kas\office\6th Form\Correspondence\absence

17<sup>th</sup> September 2024

Dear Parent/Carer

## **Re: Absence Procedure Reminder**

If your child is going to be absent from school, for any reason, it is important you let us know as soon as possible (preferably before 8.30 am registration). Please share your child's name, tutor group and the main reason for absence. If the absence is for an appointment, please provide evidence such as a medical letter or photo of a driving test. Absences should be reported by parents/carers *not* students. Please use one of the following methods to report absence:

<b>Studybugs app</b>	Get the app or register now <a href="https://studybugs.com/about/parents">https://studybugs.com/about/parents</a>
<b>Email</b>	Email <a href="mailto:6thattendance@hayes.bromley.sch.uk">6thattendance@hayes.bromley.sch.uk</a> . If you email the form tutor, please ensure <a href="mailto:6thattendance@hayes.bromley.sch.uk">6thattendance@hayes.bromley.sch.uk</a> are emailed in the first instance.
<b>Telephone</b>	Telephone the main school on 020 8462 2767 and leave a short message on the Sixth Form absence line.
<b>If your child is in school and wishes to go home unwell</b>	Your child must collect a "Sixth Form Permission to Sign Out – Unwell" note from outside the Sixth Form Office, D Block. This must be signed and authorised either by Mr Allred, Miss Moulton-Brady or Miss Horsler and returned to the Sixth Form Office whereby your child will be signed out unwell.

Further information can be found on our website in the Parent/Carer Handbook and Hayes School Secondary Attendance Policy.

<https://www.hayes.bromley.sch.uk/assets/Documents/Attachments/Hayes-School-Secondary-Attendance-Policy-2024-25.pdf>

Many thanks for your cooperation.

Kind regards

Mr A Allred  
Assistant Headteacher: Sixth Form

Miss A Horsler  
Sixth Form Director



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