

Absence Reporting for Parents & Carers

If your child is absent, we expect you to...

Ensure the school has been notified by 9:30am. You will need to contact us on each day of the absence unless your child has a specific illness that requires multiple days off and you have advised us of this on the first day of absence.

Absences should be reported in the following ways:

- Call the school and leave a message
0116 262 4003 - select option 1
- Send an email
absence1@aldermanrichardhallam.leicester.sch.uk
- Complete an absence reporting form on the school website
www.arhprimary.co.uk/absence-reporting
- Arbor Parent Portal

Please ensure that you clearly state your child's full name, class and the reason for the absence when reporting your child's absence.

Please avoid leaving a message with your child's Class Teacher or the Office Staff and follow the instructions above to ensure the reason for the absence is received by our Attendance Officer.

If you have any attendance queries, please contact our Attendance Officer - Miss Johnson - kjohnson3@aldermanrichardhallam.leicester.sch.uk