



Saint Benedict  
A Catholic Voluntary Academy

## Parent Information - Absence

It is the parent/guardian/carers Legal responsibility to notify school of a pupil's absence on the first day of absence, and every day thereafter.

**All absences must be reported on 01332 557032 option 1 before 9am.**

State the pupil's name, year group, reason for absence and your relationship to the pupil.

If a parent fails to notify school the following process will be implemented immediately.

