

Correspondence address:
Carrington Drive, Lincoln, LN6 0DE
Telephone: 01522 682319



Email: enquiries@pilgrim.lincs.sch.uk
Website: www.pilgrim.lincs.sch.uk

Head Teacher: Mr Steve Barnes BA (Hons) MSc



Dear Parents/Carers

RE: SCHOOL ABSENCE

I am writing to remind parents of the procedure for informing us if your child is unable to attend school.

Parents must contact the base their child attends as soon as possible (by 9.a.m. for the morning session and no later than 12.30 p.m. for those due to attend afternoons only) giving reasons for their absence. Please advise in advance if your child has a planned absence from school e.g. medical/dental appointment/other reason. The direct telephone number for each base is as follows:

Lincoln: 01522 682319

Amber Hill: 01205 743107

Baumber: 01507 355916

We are aware that, in some instances, messages are being sent direct to teachers'/support officers' mobile phones or email addresses; however, it is not always possible for these messages to be accessed during school time and for attendance information to be recorded accurately.

If a pupil is absent without parental communication, a member of staff will enquire by telephone/parentmail, as per our usual safeguarding procedure. **If a pupil is absent and no reason obtained then attendance will automatically be recorded as unauthorised absence.**

Please note: Pupils are registered on Parentmail prior to starting lessons at Pilgrim, at which time you will receive a text message asking you to register. Please can you ensure you do this as soon as possible after your child's start date, in order for us to contact you regarding school absence and to send other information e.g. school trips, school closures etc.

Parents need to take their responsibilities to communicate seriously in order to protect children and young people. Please be aware that for regular, unexplained non-attendance, proof of reason for absence may be requested from medical professionals involved with your child.

If your child is brought to school by taxi, the responsibility to cancel that day's journey lies with the parent. Equally, should your child not access their taxi into school and arrive by other means then it is the parent's

Amber Hill Base
Sutterton Drove
Amber Hill
Boston
PE20 3RQ
Telephone: 01205 743107

Louth Base
Victoria Road
(Behind Riverhead Theatre)
Louth
LN11 0BX
Telephone: 01507 355916

responsibility to ensure the taxi company are aware that the homeward journey is still required.

Recently, there have been instances where a taxi has arrived at the home/school to find that a child is absent. The cost to the Local Authority of providing transport for pupils is substantial and questions are being asked frequently about whether a contract is still needed.

TERM TIME HOLIDAYS

It is Pilgrim School policy that holidays taken during school time will not be authorised, except in what the headteacher considers to be, exceptional circumstances. Should you wish to take your child out of school for holiday purposes then a letter should be sent directly to the headteacher stating reasons for this request and dates to which they apply.

The Pilgrim School believes that regular school attendance is crucial in order for pupils to achieve the best possible outcome during their time with us. Your cooperation in this matter would be greatly appreciated. If you have any concerns or queries about this letter, please contact the school office on the number above.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Barnes', with a long horizontal flourish extending to the right.

Mr Steve Barnes
Headteacher