

Important Reminder: Reporting Your Child's Absence to Swanmore College

At Swanmore College, the wellbeing and safety of our students are of paramount importance. To ensure we maintain accurate attendance records and can promptly address any unexpected absences, we kindly remind you of the following procedures:

Reporting Daily Absences:

- If your child is unable to attend school, please send us a message by **8am each day**, via the ClassCharts app, by tapping/clicking on the Swanmore logo and scrolling across to 'Report Absence'. If you are experiencing problems accessing the ClassCharts app, please email classcharts-help@swanmore-sec.hants.sch.uk to request your log in code.
- You are also able to report absences by calling our absence line on **01489 892256** (choose Option 1) by **8am on each day** of their absence.
- We request that you only use the methods listed above to report absences. If you use other channels, we may not receive the information, which could result in your child's absence not being properly recorded. This may lead to us contacting you for clarification on the day.
- Please note that the year group absence email addresses are no longer operational, and you will receive an "unable to be delivered" message if you attempt to send an email to these inboxes.
- If your child has a sickness bug or similar, they must stay home for 48 hours after the last visible symptom. However, please call us **every day** your child is absent, even if you've already informed us of the initial absence.

Medical Appointments During School Hours:

- For medical appointments during school hours, we require **prior notice** along with **evidence of the appointment**. This can be a screenshot of a text reminder or an official letter stating the child's name along with the date and time of the appointment.
- Please inform us of this absence and upload the evidence to the **ClassCharts app** or email it to attendance@swanmore-sec.hants.sch.uk prior to the appointment.

Leave of Absence Requests:

- To request leave for any other term time absence, please use our orange Leave of Request form that is able to be collected by your child from Pupil Reception. Forms are also available from our Visitor Reception area.

We understand that managing these situations can be challenging, and we appreciate your cooperation in helping us keep track of attendance accurately. Your prompt communication is crucial and greatly appreciated.

If you have any questions or queries regarding the above or about your child's attendance in general, please contact us on the email address: attendance@swanmore-sec.hants.sch.uk

Kind regards

Ms K. Meiklejohn – Attendance & Admissions Officer