



HAMPSTEAD SCHOOL

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14th February 2022

Dear Parents/Carers

RE: New Sixth Form Absence Line

I am writing to inform you that, starting from Monday 21st February, we are opening a new phone line for reporting Sixth Form absence.

You are required to report your child's absence if they are unable to attend school; for example, if they are unwell. You must report your child's absence on the morning of every day that they cannot come to school. You should call the school and tell us the reason your child will be absent. This includes reporting when your child will have scheduled appointments, such a doctor's appointment. Please ensure that all appointments are arranged for when your child does not have a lesson.

It is important that you do this so that we are able to accurately record when your child is on the school site. If you do not report your child's absence, you will receive a message via the **MyEd app** letting you know that your child has not arrived at school.

From Monday 21st February, you will have two options for reporting Sixth Form absence.

1. You should call the new absence line on 0207 472 5370 and leave a message saying why your child is unable to come to school. Please ensure that you call the school before 8.30am on the day of your child's absence.
2. You can call the school on 0207 7794 8133 choose Option 2. This will take you directly the Sixth Form absence line mail box.

If you are unable to make a phone call, you can also report your child's absence via email. Please email: sixthattendancevm@hampsteadschool.org.uk

If you have any questions regarding this change to the Sixth Form absence procedure, please do not hesitate to contact the school via the Enquiries email address: enquiries@hampsteadschool.org.uk

Yours sincerely,

Miss R. Rothwell
Assistant Head for Key Stage 5 and Progression

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