



Burnley Road
Padiham
BB12 8ST

25 April 2024

Dear Families,

It is very important that all messages relating to student absence are received by 8.30am. This is to ensure that the registers can be completed promptly and the parents of any children missing from school without a reason are alerted as soon as possible.

To allow us to meet our safeguarding requirements in relation to this, we will no longer accept messages reporting absence for the same day after 8.30am. Any messages received after that time will not be routinely listened to/ answered and you will receive a message from us stating that your child is absent and we don't know why; please respond to that message to confirm your child's reason for absence otherwise this may then be followed up by a phone call from the team.

A reminder that absences can be reported through the Shuttleworth College app, as well as via phone on 01282 682300 option 3.

Thank you for your support,

A handwritten signature in black ink that reads "RHodges".

School Business Manager