



Notifying School of Absence

Respect- Resilience- Success

For Absence Due to Illness:

Telephone 01939 237000 and choose option 1- for each day of absence

Leave a message containing:

- Name of Student
- Which year/form the student is in
- Symptoms of illness. Please give more details than 'unwell'

Only messages around attendance will be picked up by our system, please contact your child's form tutor directly if there are other issues you wish to discuss or alternatively please email attendance@tas.318education.co.uk.

For Medical Appointments:

Telephone 01939 237000 and choose option 1

Leave a message containing:

- Name of Student
- Which year/form the student is in
- Please advise what the medical appointment is for e.g. orthodontist, doctors etc.

Please state the time of the appointment, if the child is attending school beforehand or returning and rough times of collection, so we can work together and advise our reception team to be expecting you.

Please email a copy of any evidence e.g. photo of letter, screenshot of reminder to: attendance@tas.318education.co.uk.

For Holiday Requests/ Other Requests for leave during term time:

Please email attendance@tas.318education.co.uk to request a leave of absence form. The team will then send this to you. Once completed, please return it to the team via the same email address.



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