

# Bishop Pursglove Church of England Primary School

*Reach Higher, Love Wider, Think Deeper*



**DDAT**  
Derby Diocesan Academy Trust

Dear Parents/Carers

27 November 2024

Just a reminder that if your child is ill and they are not coming to school you need to report their absence by ringing (or emailing) the school office by 9.20 am to explain why they are not attending school. This needs to be done everyday of your child's absence unless we have said otherwise (for example a sickness bug or hospital stay). You can leave a message on the school answering machine. This can be done before school is open if necessary as we will pick it up when Office staff come into work.

If we do not hear from you, your child's absence goes on the register as an unauthorised absence and you may be fined.

If we are worried that we have not heard from you we will do a home visit.

We do this to ensure everyone is safe. Some children walk to school and we need to know that they are ok.

If your child's attendance is below 95.8% we will invite you into school for an attendance review to see if we can help in any way.

Please ensure your child is also on time for school every morning ready to learn.

Any questions, please ask, we are here to help.

Yours sincerely

Mrs S Craig  
Executive Headteacher



Derbyshire Healthy Schools  
Community Award

Executive Headteacher: Sarah Craig  
01298 871282  
[enquiries@bishoppursglove.derbyshire.sch.uk](mailto:enquiries@bishoppursglove.derbyshire.sch.uk)