



Learning together, growing together

Dorin Park School and Specialist SEN College

3rd April 2025

Absence Reporting – Parent/Carer Responsibility Clarification

Dear Parents and Carers,

Parents and Carers are reminded that it is their personal responsibility to contact the school if their child is going to be absent from school. Unfortunately, this is not always happening.

Parent/Carer Absence Reporting can be done by:

- Phone call: 01244 470134 or
- Email: parentcomms@dorinpark.cheshire.sch.uk

Parent/Carer Absence Reporting is required **for each day of absence** unless involving long-term absence (e.g.: broken arm, recuperation from operation)

Unfortunately, if no message is received, an **Unauthorised Absence** mark will apply. Individual student statistics below 90% attendance (and specifically unauthorised absence) is discussed at Senior Leadership level in terms of possible further action.

Taking Messages from Taxi Drivers

Due to Safeguarding reasons, we as a school **will not record the absence** if it is relayed via Taxi Employees.

This makes them vulnerable if they forget and there are any issues in relation to absence. It is appreciated that this is very unlikely to happen.

Thank you for your cooperation

Yours Sincerely,

Jane Rowlinson

Deputy Head Teacher/Attendance Lead

Headteacher – Sarah Adam

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