

Our Lady's Catholic College

Learn, live, love together in a caring Catholic community



11th October 2021

Dear parents / carers

Attendance

Welcome to the new school year. This letter is to inform you all that emails regarding medical appointments and absences affecting attendance should be sent to me at j.gargrave@olcc.lancs.sch.uk and it would be helpful if you could also copy the relevant Pastoral Support Officer at one of the following addresses:

Year 7 l.baldwin@olcc.lancs.sch.uk

Year 8 m.wilkinson@olcc.lancs.sch.uk

a.wilkinson@olcc.lancs.sch.uk

(Please note, we have more than one Mrs. Wilkinson and they are in school on different days, so if you could include both on any emails)

Year-9 h.brown@olcc.lancs.sch.uk

Year-10 s.rowan@olcc.lancs.sch.uk

Year-11 r.teasdale@olcc.lancs.sch.uk

Alternatively, a voicemail can be left to report absence if you call **01524 66689** and choose option **1**.

With regard to medical appointments, please try to keep them outside the school day. If that is not possible then the school is required to see evidence in the form of an appointment card from a GP Surgery or letter from a hospital in order to authorise the absence. These can be emailed to me or brought into school.

I try to get text messages out to parents from whom I haven't heard by 10:30 am. If I do not receive a response, then the absence is marked as 'unauthorised' until such time as we have spoken to you.

COVID related absences should be reported to the school as a matter of urgency. This enables us to have students, who might have had close contact, tested at the earliest opportunity and prevent further absences disrupting the students' education. We would also be grateful if you could forward a copy of the result, sent to you by the NHS, for our records.

With thanks for your understanding and co operation

John Gargrave

Attendance Officer

Tel: 01524 66689 ext 207

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