



8<sup>th</sup> October 2015

Dear Parents / Carers,

### Reporting your child's absence from school

Please could I remind all parents / carers of the need to telephone the school office on 01772 252072 as soon as you are aware that your child will be absent from school. This should be done on the first day of absence and the school should be informed no later than 8.40am. Please do not try to contact individual members of staff as this can cause some confusion. Thank you for your help with this matter.

May I take this opportunity to thank you for the excellent support offered to the school in terms of attendance and punctuality. We continue to place extremely high priority on the need for our students to maintain the strongest levels of attendance and punctuality because we recognise the impact they have on attainment and progress. Excellent levels of attendance have made a significant contribution to our students' outstanding academic progress over recent years.

Should you have any concerns about attendance or punctuality please contact either Mrs Stock (Attendance Officer) or your child's Achievement Co-ordinator.

Yours sincerely,

Mr D Callagher  
Headteacher

Achieving excellence together



**CHRIST THE KING CATHOLIC HIGH SCHOOL**, Lawrence Avenue, Frenchwood, Preston PR1 4PR  
T 01772 252072 F 01772 885674 E [reception@ctk.lancs.sch.uk](mailto:reception@ctk.lancs.sch.uk) W [www.ctk.lancs.sch.uk](http://www.ctk.lancs.sch.uk)

HEADTEACHER - Mr D Callagher BA (Hons), NPQH