



Student Absence Notification

For all student absence due to illness you should ring the absence line - 01434 610310 - on the day of absence to give details of the reason for absence. We can then decide if we can authorise the absence. Absence line opens at 8.30am.

If you have to ring in an absence before 8.30am you can do this via the main school line 01434 610300 from 8am but the preferred contact is via the direct absence line.

You should also phone in other known absences eg medical appointments, in advance to the absence line – 01434 610310.

Please do not email the **general admin** email address as this can cause a delay in absences being notified to the absence team.

If in exceptional circumstances you need to contact us outside the times above please can you email the attendance officer, Sarah Harper, directly on sharper@gehs.net

Thank you so much for your support for this.