

# Parent/Carer Attendance Protocol for School Absences



**On the day of pupil absence you can either:**

Phone call to school office  
01382 435700

Email [harrisacademy@dundeeschools.scot](mailto:harrisacademy@dundeeschools.scot)

**Information needed in the communication**

Reason for absence to allow us to code it correctly

The expected length of absence

**If the length of absence is not know at the time**

A daily phone call or email is needed until the end of absence

**If the absence is Covid related**

Please communicate with the school as early as possible the following:

- name and date of birth of our pupil
- the last day they were in school
- The reason for covid absence e.g. postive PCR or lateral flow or symptoms