



Dear Parent / Carer

As an organisation it is very important that we are fully aware of the reasons for any absence so that the appropriate response and support can be implemented. In light of the current health crisis it is very important that we have an accurate account of the symptoms being displayed by your child.

When contacting the school to report the absence please state the students:

- Name
- Form
- Reason for absence
- Symptoms they are displaying (If appropriate)

If your child is displaying the following (Coronavirus) symptoms:

- Persistent cough
- Temperature
- Virus symptom

Your child should remain at home and be isolated for a period of 7 days. Please contact the school and record which of the three symptoms they are displaying. This will enable us to record your child's absence as a 'Y' code which will not impact on their overall attendance record.

This information will help support the day to day operation of the school and the education of our young people. To report absences, please call our dedicated absence line on 0161 3373838 or email us at info@dentoncommunitycollege.org.uk.

Many thanks

Greg Rule

(Headteacher)