NORTHAMPTON SCHOOL FOR GIRLS
Respect for Self | Respect for Others | Respect for Learning

Spinney Hill Road, Northampton. NN3 6DG
Tel: 01604 679540
Email: admin@nsg.northants.sch.uk
Website: www.nsg.northants.sch.uk

Headteacher: Mrs Cristina Taboada-Naya

12 November 2020

Dear Parents and Carers

I am writing to you regarding the updating of our first day absence response.

It is more important now than ever before that we know which of our students are absent from school and the precise reasons for their absence.

To simplify the process for you, we now have **ONE** dedicated telephone number for student absence which is 01604 679599. You can also email us on absence@nsg.northants.sch.uk, or contact us via EduLink One. These contact details are also displayed on our website under school, contact us.

If your daughter is going to be absent from school, please telephone, email or contact us via EduLink One, giving your daughter's name, tutor group and the exact reason for her absence. This process will need to be repeated for each subsequent day of absence unless you are able to say with certainty which day your daughter will return to school. Should your daughter be absent from school and we have not heard from you by 9.00am, we will contact you using the emergency contact numbers you provided. If we are unable to make contact, we will do a home visit to ensure we know your daughter is safe.

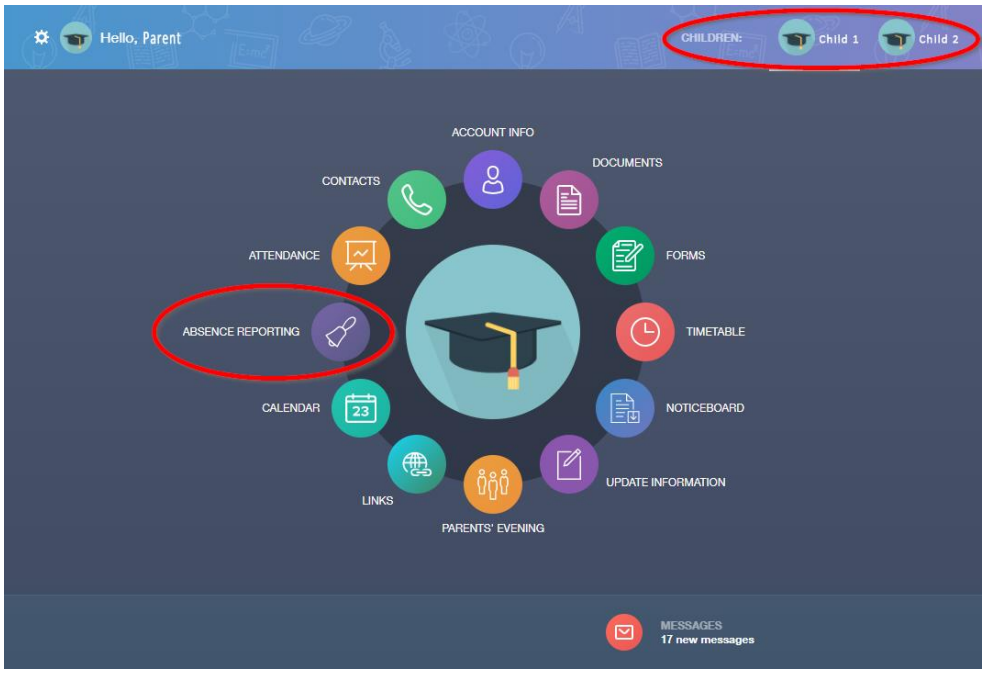
Please contact me if you have any queries regarding our first day absence response.

Best Wishes

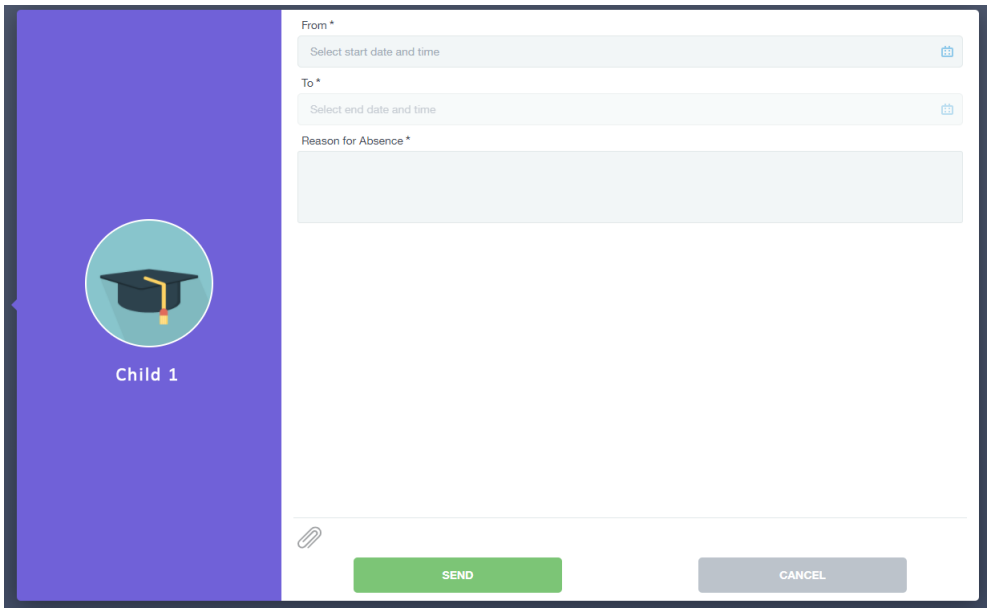
Mrs Sarah Timms
Assistant Headteacher

Report Your Student Absent Using EduLink One

Once you have logged into EduLink One select the student who is absent (if you have more than one student) and select Absence Reporting.



Select the start and end date of the absence and complete the reason for the absence.



When you click Save the pastoral team will be emailed with the student's absence. They may contact you if any further information is required.