



Ysgol Bryngwyn School

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14 November 2022

Dear Parent/Guardian

Re: Changes to attendance reporting

From Monday 28th November 2022 we will be transitioning to a new text service to report a pupil absence. Currently, all absences need to be reported via telephone by 9.30am on the day of absence. In our new system, we will have a dedicated number through which parents/guardians can send a text message directly to the school attendance officer. We hope that this will provide a more convenient and efficient way to allow you to inform school of any absences for your child.

To report your child's absence for the day please text 07480632718 by 9.30am.

Please ensure the text message contains your child's name, year group/registration class and the reason for the absence.

Our systems will check the phone number we receive the text from, against the contact details we hold to ensure the validity of the message. With this in mind it is essential that your contact details are regularly updated which can be done through our SIMs app or by contacting reception.

To ensure a smooth transition between systems we will continue to monitor our telephone answering service in the short term. If you wish to discuss particular issues regarding your child please contact the relevant Head of Pupil Progress in the usual way (contact information can be found on the school website).

We trust that this new system will prove convenient and we thank you for your continued support as we develop our systems.

Yours sincerely,

Mr Rob Jones

Head of School



