

Harris Church of England Academy

Harris Drive, Overslade Lane, Rugby, Warwickshire CV22 6EA

Telephone: 01788 812549

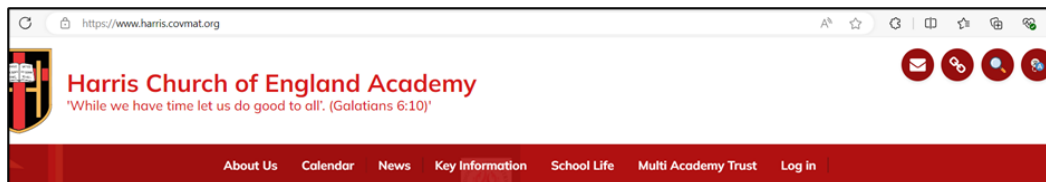
office@harris.covmat.org | www.harris.covmat.org

Headteacher Mrs Roberta Harrison



Dear Parent/Guardian,

As Study Bugs is no longer an active platform for reporting absence, we now have a simple report form on our school website that you can use to notify the attendance office of a school absence.



Click on “**Key Information**” on the main webpage, this will then take you to the drop-down menu where “**Report Absence**” is an option.

Please ensure you give students full name, parent/guardian email address and the reason for absence in the message section.

Absence in Advance requests should still be made to the Headteacher via the local authority request form which can be found on our school website, along with more information on attendance updates and policy changes.

Please see attached materials that highlight the changes to national attendance procedures which came into effect in August 2024.

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Harris is proud to offer a wide range of support tools to families and students who are struggling to attend school and seek to engage all students in an exciting, fulfilling school experience. If you are a parent/carer and are struggling to engage your child in attending school please contact Lucy Hood (Assistant Headteacher – Safeguarding & Attendance) – lucy.hood@harris.covmat.org or Stacey Fricker (Education welfare & attendance officer) - attendance@harris.covmat.org who will arrange a re-engagement meeting and discuss an action plan to move forward.

Yours sincerely,

Lucy Hood

Assistant Headteacher – Safeguarding & Attendance



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Registered Office: St James' Church of England Academy, Barbridge Road, Bulkington, Bedworth, CV12 9PF

