



**MAPLE
GROVE**

Options Autism



Part of Outcomes First Group

Reporting Absences

At Maple Grove, maintaining effective communication with parents and carers is a top priority, especially regarding student attendance.

We would like to remind you of the procedure to follow if your child is unable to attend school due to illness:

Inform the School Office:

- If your child cannot attend school, please notify the school office on the morning of the absence.
- You can either call us at **01244 257950** or email us at info@maplegroveschool.org to inform us of your child's absence.
- The school office opens at **8:30 AM**.
- If you need to notify us before this time, you can leave a message on the **answering machine**, and we will process it as soon as the office opens.

We appreciate your cooperation in keeping us informed, as it helps ensure the safety and well-being of all our students. Should you have any questions or require further clarification, please do not hesitate to contact the school office.

Thank you for your attention to this matter.