

**Head Teacher: T S Stevens**

Carrick Academy  
72-74 Kirkoswald Road  
Maybole  
Ayrshire  
KA19 8BP  
Tel: 01655 883003 or 01655 889432  
Email: carrick.mail@south-ayrshire.gov.uk  
Date: 17.5.21  
If phoning or calling ask for: Jonathan Rusk

Dear parent / carer,

**Reporting an absence from school**

Our daily monitoring of attendance is showing an increasing number of pupils leaving school without permission. In some cases, we are being contacted to say the child has gone home feeling unwell and in other cases there is no communication.

Your child's whereabouts is our main concern and we need to know at all times where pupils are. In the event of a fire and school evacuation, records would show that your child was in the school but not present at the assembly point. This information would be relayed to the firefighters in attendance who would need to enter the building.

If your son or daughter is unwell, can I ask you to remind them that they should report to the school office where they shall be seen by a first aider. Contact will then be made with the home to arrange collection. We do not allow a sick child to leave school and not know if they will be supervised at home or not.

If your child does stay at home after lunch, then please contact the school office so their attendance can be marked up accordingly. All absences should be reported by phone or email to the school.

Thank you for your cooperation in this matter.

Yours faithfully,

*Jonathan Rusk*

Mr Jonathan Rusk  
Depute Head Teacher