



## Guyhirn Church of England Primary School & Pre-School

**Mrs Karen Miln thorpe - Head Teacher**  
**High Road Guyhirn Wisbech Cambridgeshire PE13 4ED**  
**Telephone 01945 450247 [guyhirn.demat.org.uk](mailto:guyhirn.demat.org.uk)**  
**[office@guyhirn.cambs.sch.uk](mailto:office@guyhirn.cambs.sch.uk)**

**Agape - to live, to learn, to love, together.**

### Attendance Information for Parents

School start time (register opens): 8.30am

Registers will close at 9.00am (30 minutes after register has opened)

**To report an absence please call: 01945 450247**

Academy Attendance officer for day to day contact:

Name: Karen Miln thorpe

Contact Details: [head@guyhirn.cambs.sch.uk](mailto:head@guyhirn.cambs.sch.uk)

Academy Attendance Champion

Name: Heidi Edwards

Contact details: [office@guyhirn.cambs.sch.uk](mailto:office@guyhirn.cambs.sch.uk)

**First Day Absence procedures:**

Parents are expected to notify the academy each day if their child is unable to attend for an unavoidable reason, such as illness.

If the academy does not receive notification, we will:

- Send a message asking you to make contact with the school as soon as possible.
- Call all numbers for those with parental responsibility.
- Call other contacts.
- If all avenues of communication have been exhausted with no response, we will conduct a home visit.