



The Laurels
PRIMARY SCHOOL

Winterbourne Way
West Durrington
Worthing
West Sussex
BN13 3QH
t 01903 830901
e office@laurelsprimary.co.uk
w www.laurelsprimary.co.uk
Headteacher: Charlotte Bull

BC/co

25 January 2021

Dear Parents and Carers

Reporting Absences

You are now able to report your child absent via ParentMail!

- ✓ Click onto the **Notify Absence** function and then click onto your child's name
- ✓ Select **ADD** at the top of the screen to tell us the full reason, duration of the absence along with any additional information
- ✓ Then click **Submit**

Please remember that you still need to let us know by 8.30am if your child will be absent, either by using the ParentMail App, Study Bugs or calling the school office on 01903 830901.

Thank you for your continued support.

Kind regards

B Collins

Mrs B Collins
Assistant Headteacher