



**Hinckley**  
ACADEMY

Hinckley Academy and John Cleveland Sixth Form Centre

Butt Lane, Hinckley, Leicestershire, LE10 1LE

✉: office@hajc.leics.sch.uk

☎: 01455 632183

☎: 01455 638000

Executive Head Teacher: Peter Thomas

Head of School: Lisa Hickman

[www.hinckleyacademy.co.uk](http://www.hinckleyacademy.co.uk)

24 January 2022

Dear Parent(s)/Carer(s)

### Reporting your child's absence

We hope this letter finds you in good health. We write to advise you of a change to our system regarding how you report your child's absence. We encourage all of our parent(s)/carer(s) to ring as early as possible **on each day of an absence, for safeguarding purposes**, preferably before 8.15am and leave a message on the absence hotline giving a reason for the absence.

When reporting a child's absence please call **01455 632183 > press 1 to report an absence > then 1 to select student absence before selecting 1/2/3/4/5/6** dependent upon which year group they are in. We have introduced this change so that your child's Pastoral Leader has access to the notification of absence as early as possible.

If your child is in:

- Year 7 – press 1
- Year 8 – press 2
- Year 9 – press 3
- Year 10 – press 4
- Year 11 – press 5
- Years 12 and 13 – press 6

**We ask that you do not email notification of your child's absence to the office inbox as this email inbox is for general enquiries and is not monitored for absence reporting.**

Should you have any queries please do not hesitate to contact your child's Pastoral Leader.

Thank you for your continued support.

Yours faithfully,

Azizah Pathan  
Vice Principal