



14th January 2025

Dear Parents/Carers,

Year 10 Work Experience Absence Procedure

As you are aware, Year 10 students will be participating in Work Experience during the week of **20th – 24th January**.

We would like to make you aware of a change in the procedure for reporting absences during this Work Experience week.

If your child is unable to attend their work placement, it is your responsibility to:

1. **Notify the employer** as soon as possible to inform them of your child's absence.
2. **Inform the school** on the first day of absence (by 8:30 a.m.) and each subsequent morning if the absence continues.

To report an absence to school, please:

- **Call the Academy** on **01202 398451** and speak to reception, or
- **Email** attendance@avonbourneacademy.org.uk copying in the **Careers Team** at careers@avonbourneacademy.org.uk and your child's **year team** at classof2028@avonbourneacademy.org.uk

We hope that this Work Experience opportunity will be both valuable and enriching for students, allowing them to explore the workplace and develop essential skills for their future careers.

If you have any questions about the Careers programme or Work Experience, please feel free to contact us at careers@avonbourneacademy.org.uk

Yours sincerely,

The Careers Team