



Louth Academy



Ref: PCD/KC

28 June 2021

Dear Parents/Carers

Absence Reporting Procedure

As you will be aware, the Academy has now moved communications on to the Sims In Touch platform. As a result of this positive change, absence reporting will change in the following way; the My-Ed application will cease to function at the Academy on 30 June 2021. In order to report absence electronically from 1 July 2021, this must be done through Sims Parent, send a text message to 07860097835, by telephoning the Academy attendance team or via enquiries@louthacademy.co.uk.

Please remember that parents/carers must notify the Academy on each day of any absence – for example, if their child is unable to attend due to ill health – by 8:55am or as soon as practically possible.

If you have any concerns or queries regarding accessing this material, then please contact the Academy via the enquiries email.

Yours faithfully

Mr P Dickinson
Principal