



TENBURYHIGH

ORMISTON ACADEMY

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[OAT]
Ormiston Academies Trust
AN OAT ACADEMY



A Specialist Science and
Mathematics College

Friday 17th October 2025

Dear Parent/Carer,

Update to Attendance Procedures

We are writing to inform you of a small change to our attendance reporting process, linked to the introduction of Arbor, our new Management Information System (MIS). Arbor works in the background of EduLink, so you will continue to use EduLink as normal to view your child's timetable, attendance, and messages from school.

The new system allows us to record and track attendance more efficiently. The only change for parents and carers is how absences are reported. From **Monday 3rd November 2025** if your child is unable to attend school, you will need to **call our new dedicated attendance answerphone** before 8:30am and **leave a message stating your child's name, tutor group, and reason for absence.**

We will be sharing this new attendance number **at the end of next week**, ready for it to go live.

All other processes remain the same, and you will continue to receive attendance updates and notifications through EduLink as usual.

We appreciate your continued support in helping us maintain excellent attendance across the academy. If you have any questions about this change, please contact the school office.

Thank you for your cooperation.

Yours sincerely,

Mr A Wilks
Assistant Principal
Tenbury High Ormiston Academy

