

Colmers Farm Primary School

Leybrook Road
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Rubery
Birmingham
B45 9PB

Headteacher: Mr Williams
Deputy Headteacher: Mrs Young
Tel: 0121 716 0444
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Email: enquiry@colmersfarm.excelsiormat.org



20th October 2025

Dear Parents/Carers,

Reporting absences

In line with the Excelsior Multi Academy Trust absence reporting procedure we will **no longer** be accepting absence reports via the below methods with immediate effect:

- StudyBugs
- Arbor
- Emails

All absences **MUST** be reported by telephoning the school office. As the lines will no doubt be busy during the morning, we do ask that if you are not successful in speaking to a member of staff when you first ring that you persevere until you manage to speak to a member of staff.

Should you have any queries on this decision please feel free to contact the school office on 0121 716 0444 or email enquiry@colmersfarm.excelsiormat.org.

Yours sincerely,

Mr Williams
Headteacher

