



Dear Parent/Carer,

Following a recent and very unfortunate incident in the news, schools have been issued with some guidance about tightening their protocols when children do not turn up for school.

**It is a parent's responsibility to notify their child's school, if they are going to be absent, as soon as possible on the first day of their absence.**

In line with the guidance issued, school will be putting in place the following structure.

1. All parents/carers will be expected to supply school with at least three contact numbers for themselves, relatives or close friends.
2. In the event that a child is absent from school and the parent/carers does not contact school by 9am on the day of the absence, then school will attempt to make contact by calling the three numbers on file in order. If contact can only be made with a relative or friend, then they will be asked to make contact with the parent/carers on our behalf and call school back to confirm that they have done so and supply a reason for the child's absence.
3. If no contact can be made by midday, then school staff will conduct a home visit in order to make contact with parent/carers and ascertain a reason for the child's absence.
4. If no contact can be made at home, then the police will be notified and a request will be made for them to conduct a welfare check.

As you can see it is very important that you supply school with at least 3 up to date contact numbers and that you ensure that someone is always contactable.

It is also extremely important that you notify school of a child's absence as soon as possible on the day that they are absent.

Please carefully check the data sheet for your child/ren, ensuring that everything is up to date and return it to school promptly.

Yours faithfully

Mrs A Grist  
Headteacher

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