



31st October 2018

Dear Parents and Carers

Managing Pupil Absence in School

I would like to address the important matter of communication with school regarding your child's absence.

The procedure for managing pupil absence is as follows:

- On the first day of your child's absence, we will phone the main carer and if we have not been able to talk to you directly, we will leave a message asking you to call with an explanation.
- We will also phone the second contact, if we have the details, to request the same information.
- On the second day of absence, if we have not had a response to our first messages, we will try and make contact again.
- On the third day, if we have not been notified as to the reason for absence, we will visit the family home.

We only use this procedure if you have not already advised school of the reason for absence, by either communicating with a member of staff or leaving a message on the answerphone.

At a recent Safeguarding meeting, I was made aware of a case in 2016 of a little boy called Chadrack Mbala-Mulo. This little boy passed away at home after his mother died following a fatal epileptic fit. When he did not attend school, the school tried to make contact but only had the mother's number on file. ***I urge you to google this case and read the report.***



Following this, I am asking all carers to provide three separate contacts (including the main carers) which will allow us to establish the reason for your child's absence. Please complete the attached form and return to school as soon as possible.

This is the minimum expected information which will help us manage absences effectively.

Please also provide us with any other information should an emergency arise, for example, access arrangements to your home, if you live in a block of flats.

I would also like to give you this opportunity to tell us any information about issues relating to your own health, which might affect the wellbeing of your child and will help us to care for them more adequately.

It is vitally important that contact numbers are kept up to date at school not solely for checking absences but also to advise you if your child is unwell or has had an accident.

Thank you for all your support.

Kind regards

Miss P Newman
Headteacher