

Absence Reporting Procedure for Parents and Carers

Safeguarding your children is at the heart of everything we do. We need to know if, for whatever reason, your child is not in school. We would like to clarify the expectations we have if your child is to be absent:

If your child is absent, it is extremely important that you notify us by 9.15am (latest) on the first day of absence. Any absences about which you have notice can be logged with the Office staff as soon as you know about them e.g. medical appointments.

In order to tell us about an absence, you may either phone us, leaving an answer phone message if necessary, or send an email. Of course, you can also pop into the office if you are here dropping off a sibling anyway. If we haven't heard anything from you by 9.15am we will phone you, and the other emergency contacts you have supplied if we can't reach you. It would be appreciated if you could respond to this asap – by phone, ideally, or by email to. It would be helpful if you could give us an idea of the anticipated length of the absence and we will contact you again if this time is exceeded.

We ask that you contact the Office staff **directly** – messages via siblings are not acceptable and messages via class teachers/TAs often do not get to the office staff who are the people responsible for chasing up absentees.

If we don't hear back from you we will, from now on, be contacting the Emergency Contact you have nominated on your Contact Information sheet. Please ensure that we always have your current mobile phone number and up to date Emergency Contact information. Ultimately, if we can't ascertain that your child is safe, we will have to refer the absence to the Head of School and an Unauthorised Absence may have to be recorded.

Whilst we have never had such an incident here, other schools have reported instances where a parent has dropped off their child assuming they have gone straight into class only to find out later that the child disappeared before getting into school! Please be aware that we have no way of knowing whether a child has gone missing once dropped off at the gate or has not come to school at all.

Many thanks in anticipation of your continued co-operation with such a vitally important procedure.

Review and Monitoring

This procedure will be reviewed and monitored annually by the Safeguarding and Compliance Committee.