



# Smithy Bridge Primary School

A FOUNDATION PRIMARY SCHOOL

Headteacher: Jane E George, B.Ed, M.Ed  
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14.03.18

Dear Parents and Carers,

## New Safeguarding Changes Around Informing the School About Pupil Absences

Following some high profile cases where children's absences from school have not been investigated when they were at risk, we are introducing some new aspects to our procedures regarding pupil absence.

- When your child is absent from school we request that you ring by 9.15am at the latest to inform us of the absence and the reason for it. Unless you know for a specific reason that your child will be absent for further days, you will need to ring in each day that the child remains absent.
- In the event of us not being informed about a child's absence we will have to ring the first contact to ascertain the whereabouts of the child. If necessary we will go through all contacts.
- If we are unsuccessful in speaking to anyone on the contact list, we will make arrangements to visit the home in order to find out where the child is and **see** the child.
- If we are unable to find the child when we visit the home, we are advised to pass the case to the education welfare service or the police.

As you will be aware, all the steps beyond receiving a call from home about a child's absence, will be expensive on staff time. We would therefore request that parents support us by letting us know about absences promptly and by ensuring that all contact details are always up to date.

Yours sincerely,

Jane George  
Head teacher

