



# CATSHILL FIRST SCHOOL AND NURSERY



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Mrs Georgia Plant – Head of School

Mr Paul Essenhigh – Executive Headteacher

Date of Issue: Thursday, 08 February 2018

Dear Parent/Carer

I am writing to make you aware of the school procedure for children who have unexplained absences from school.

There have been widely publicised cases in the past where schools have not chased up the reasons as to why children are off school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable to seek help.

We will do everything we can to prevent such situations occurring as I am sure you would agree that your child's safety is paramount to us all.

If your child is not going to be in school please call, email or text the school office to report their absence. Please do this before 9.15am on the first day of the absence. Enclosed is a further copy of our Absence Reporting Policy and Procedure which can also be found on our website.

If we have not heard from you by 9.15am we will then start to call all the contact numbers that you have provided in order to gain an explanation for the absence. Please, therefore, ensure that all your contact details are up to date and you have given us at least three contacts. If we still have not been able to ascertain where your child is then we may make a home visit. If we have still been unable to get a response we will then report the matter to the police as your child will then be classed as a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this please make an appointment to see me.

Yours sincerely

Mrs Georgia Plant  
Head of School

