



Reporting your child's absence from school

Make contact with school:

A parent MUST notify the school on 01202 822652 by 08:50 on the first day of the absence detailing the pupil's name, class and nature of the absence.

If there is no contact:

If no contact is received by the school by 08:50, a phone call will be made to the primary contact detailed on the pupil's files.

If there is no answer:

If there is no answer, contact will be attempted with other contacts detailed on the pupil's file.

If no contact can be made:

If no contact can be made by 09:15, the school will take every reasonable step to satisfy themselves that the pupil is safe.

This may include*:

*list is not exhaustive

- Contacting sibling's school
- Contacting Social Care/Early Help if a worker is involved with the family
- Making a home visit
- In some cases, informing the police

The school should be satisfied with every absent child's safety by 10:00 at the latest.

If the absence is prolonged:

If the absence is prolonged, there is an expectation that the parent will notify the school by 8.45am at the latest on each day of absence.