

8th January 2026

Internal Truancy Process

Dear parent/carer

We hope this letter finds you well.

As part of our ongoing work to ensure that your child maximises all opportunities whilst attending school, we are writing to you in order to share our truancy process.

You are receiving this letter as our behaviour records show that your child has had an internal truancy recorded on their ClassCharts profile this academic year.

Truancy at Cardinal Newman Catholic School is defined as **“the deliberate and wilful avoidance of timetabled lessons whereby a student is unsupervised and unaccounted for by their class teacher”**. As we know you will agree and understand, time spent in school in an unsupervised manner is a safeguarding concern and a barrier to your child’s future successes.

Should your child have a further instance of internal truancy recorded, you will be notified that this has occurred via a telephone call and you will have to attend a meeting to discuss the truancy. Until this meeting has taken place, your child will not be able to return to their lessons and as such will remain isolated either with a member of staff or in the school’s reflection zone.

Repeated truancy will result in a meeting being arranged for you and your child with our governors so that they can be assured that you and your child understand the safeguarding concerns created by internal truancy and the measures you are taking to prevent this from happening again.

Please take the time to discuss this letter and the seriousness of the message with your child to ensure that we are not in a position whereby your child is unable to access their lessons due to being isolated as a result of truancy.

Yours faithfully



Mr T Lowe
Deputy Headteacher



Ms E O'Connor
Headteacher