

8<sup>th</sup> January 2026

### Student Absence Reminders

Dear Parents/carers

We hope this letter finds you well.

As we enter the new term and a new calendar year, we wanted to take this opportunity to provide you with a reminder regarding the absence processes, should your child not be able to attend school.

Ensuring that we can account for your child at all times, when they should be in school, is critical and a key aspect our safeguarding approach. Should your child not be able to attend school for any reason, we would like to remind you that it is your responsibility to contact the school and inform us of the reason why. Please call the school on 02476332382, by 8:30am on each day that your child will be absent.

Should your child **not be present** in school when the morning registers have been taken and we **have not heard from you** as to why they are not in school, we will then attempt to contact you to ascertain the reasons why they are not here and code their absence accordingly.

If we have not received any communication from you, and we have not been able to reach you to discuss your child's absence, part of our safeguarding processes mean that a member of staff from the school will visit you at home to follow up on your child's absence.

Home visits are a standard and widely recognised 'best practice' exercise when following up on irregular attendance. Home visits enable us as a school to meet our statutory safeguarding obligations for all students who are on the school roll.

Should you have any questions regarding absence or attendance, please do not hesitate to contact us.

Yours faithfully,



Mr T Lowe

Deputy Headteacher



Ms E O'Connor

Headteacher

