



Wednesday 4th June 2025

Dear parent/carers,

Phoning the School Office to Report a Pupil Absence

In recent months, there have been a high number of absences from school. Unfortunately, we often do not receive a phone call from parents/carers to inform us of the reason for this. Furthermore, when we try to contact the parent/carers, the phone is not answered.

Please be advised that absence without explanation, particularly when parents/carers are uncontactable, is a **significant concern** which needs to be logged on our school safeguarding software.

When a child does not arrive at school, there could be a number of different reasons for this. Some examples are:

- They could have gone missing on their way to school.
- Their parent/carers could have been taken ill and been unable to take their child to school.
- A child could have arrived at school but then gone missing from the playground before the bell has rung.
- They could have been involved in an accident on their way to school.

If we are unable to contact you, and do not have an explanation for why your child is absent, we have to assume that one of these things may have happened and take the appropriate steps.

We do understand that sometimes it is not possible to answer the phone during the day. However, it is vital that we have an up-to-date contact number which we can use to reach somebody in a timely manner, and that missed calls from the school are returned as a matter of urgency. If you need to update the primary contact number for your child, please inform the office.

Yours Sincerely,

Reema Reid, Headteacher



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