

ABSENCE PROCESS

If your child is not going to be in school, please call the office to report their absence.
Please do this before 9.30am on the 1st day of absence.

If we have not heard from you, we will follow the process below:

1. At 9.30am we will send you a text message.
2. If we have not heard from you by 10am, we will start to **call all** of the contact numbers that you have provided to gain an explanation for the absence.
3. If we have still not been able to find out where your child is, then we (school or Vicky Lynch, our EWO) will make a home visit about 11.00am.
4. If we still haven't been able to get a response, we will report it to the police as your child will then be classed as a 'missing child'. We will then ask them to do a 'safe and well check' by visiting your home.

This procedure is to ensure that we know where your child is and that you are all safe.

Thank you for your support.