



# Chestnuts Primary School

'Encourage, Enable, Empower'

Headteacher: Miss Becky Skillings

Assistant Headteachers: Mrs Katie Robins and Mr James Vernon

Tuesday 30<sup>th</sup> January 2018

Dear Parents/Carers

## School Procedure if your child is absent

You may have seen on the national news yesterday an article about contact numbers and schools procedures for absenteeism.

I wish to clarify our process for you:

- If your child is unable to attend school you **must** contact the school and inform them of the reason why the child is absent.
- If the school have not received any contact as to why a pupil is absent, a **text message** will be sent at 10 am.
- If parent/carer have not made contact by 11:00am then a follow up **phone call** is made.
- At 12:00 if no contact with the school has been made then a **visit** to the family home will be made by school staff members to try to establish why the child is absent.
- After all the actions above, if the whereabouts of the child still remains unknown then the **Police** are contacted and a welfare check is carried out.

Please ensure if your child is unable to attend school that you notify us ASAP. Can you also ensure that all contact phone numbers are kept updated at all times.

Regards

Becky Skillings  
Headteacher

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Through Learning

