



Dear Parent/Carer,

I am writing to make you aware of the school procedure for children who have unexplained absences from school.

There have been public cases in the past where schools have not followed up reasons as to why children are off school. It has transpired that there have been tragic circumstances around these absences, e.g illness of a parent and a child unable to seek help. We will do everything we can to prevent such situations occurring as I am sure you would agree that your child's safety is paramount to us all.

If your child is not going to be in school, please phone the office on **0121 747 2247** and select **Option 1** to report their absence. Please do this before 8:50am on the day of their absence.

If we have not heard from you by 9:30am we will then attempt to call the first contact on your child's contact list in order to gain an explanation of their absence. (Parents/carers **must** ensure these contact details are kept up to date.) If we have still not been able to ascertain where your child is then we will endeavour to make a home visit. If we can't do this and we still haven't received a response from you then we will report it to the attendance officer as your child will then be classed as a 'missing child'.

This procedure is to ensure that we know where your child is and that you are all safe. Please let us know in good time why your child is absent from school. If you would like to talk to me about this, please make an appointment to see me.

In addition, if your child has been absent from school for a week, we will contact you to arrange a safe and well check. For more information on our absence procedure, please refer to the schools attendance policy which can be found on our website.

Yours sincerely,
Mrs T Timms



Leading Parent Partnership Award



National Nurturing School Award 2026



Head of School - Tristi Timms

Deputy Head Teacher - Andrew May

