



Keyworth Primary School

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Executive Headteacher: Sarah Beard Head of School: Elizabeth Marriott

6th February 2018

Dear Parents/ Carers,

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 chased up the reasons as to why children are off of school. It has then 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 call the office on 020 7 735 1701 to report their absence. Please do this before 9:00am on the first day of the absence.

If we have not heard from you by 9:15am then we will start to call all the contact numbers that you have provided in order to gain an explanation for the absence.

If we still have not been able to ascertain where your child is then we will make a home visit. However if we still haven't been able to get a response then we will report it to the police as your child will then be classed 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.

Yours sincerely,

Sarah Beard
Executive Head Teacher

Elizabeth Marriott
Head of School