



17th November 2025

Dear Parent/Carer

Pupil absence – actions the school will take

This letter is to inform parents and carers of the actions the school will take if poor or lack of attendance at school, without regular contact from the parent/carers, becomes a concern.

1. If a pupil is absent from school, and the parent/carers has not notified the school of the reason, the school will make every endeavour to make contact. This will involve sending a text, making a phone call/s and sending an email.
2. If these actions are not successful, the school will also telephone the emergency contacts which were provided by you on your child's admission to the school. The school may also contact any external professionals who are working with the pupil's family, such as support workers or social workers.
3. If it has still not been possible to obtain information from a trusted adult regarding the reason for the pupil's absence, or if there are regular and concerning absences, a welfare visit by a member of the school's senior leadership and/or safeguarding team will be made to the pupil's home. This is in order that we can be assured of the health and wellbeing of the pupil.
4. In all instances of unacceptable levels of pupil absence, the school's Educational Welfare Officer will also take any suitable action.

All the above actions are in keeping with safeguarding best practice as set out in our Child Protection and Safeguarding Policy as well as Keeping Children Safe in Education 2025.

Please do not hesitate to contact me if you have any questions.

With kindest regards

Kevin Grant

Kevin Grant
Head